

FGCU Senate Team Work Plan and Progress Report AY 2011-12

TEAM NAME: <u>SENATE EXECUTIVE CHAIR: HARRISON</u>				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Support and advise OATF	Executive Team liaison and consultation through Senate President with OATF chair and admin as needed	Task Force Report is due to the Senate by the end of AY 11-12	Harrison, Smith	OATF completed its deliberation on its charges and engaged faculty in both an online survey and college-level forums on changes to the outcomes; the final report and recommendations to Senate are on the Senate website . Senate adopted the report and proposal by majority vote on April 13, 2012. Forwarded to the Provost and President Bradshaw on April 18, 2012.
Initiate collaborative discussion of definition of shared governance at FGCU	Engage partners in administration in collaborative discussion using ACFS document as basis for conversation	The original goal is for a framework for shared governance to be before Senate for consideration by the end of AY 11-12 has given way to a more extended conversation among students, staff, administration, and faculty. Work continues into AY 12-13.	Harrison, Smith (Senate coordinator)	Invitation to participate in a collaborative conversation on shared governance was extended to Staff, Administration and Student leadership; representatives from each stakeholding group, including President Bradshaw, convened in early January and agreed on the importance and timeliness of the initiative. Subsequently a multiparty workgroup was formed from representatives of the four groups; discussions and progress are ongoing and will continue into Fall 2012, working toward a single shared statement on the definition and functioning and shared governance on campus. More information is here .
Develop process for and deliver refined survey of faculty perceptions of chairs' and deans' performance, carried forward from AY 10-11	Consult and collaborate with VPAA, chairs, deans to define a process for delivery and use of data	The evaluation instrument should be delivered and data collected before the end of AY 11-12	Harrison, Smith (Senate coordinator).	Triparty workgroup of representatives from senate, council of chairs, and council of deans reached consensus on revised instrument; OPIP and technology staff provided leadership on creation and delivery of the instrument; survey was delivered over two weeks in late Feb. and early March. Results have been distributed to the colleges and workgroup has debriefed as a way to plan for Fall 2012 reengagement on next year's process and delivery.

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Improve and streamline reporting and tracking of Faculty Senate Teams work and provide accountability to full Senate through SLT	Create a common work plan and reporting format for teams and an Angel presence to centralize reporting	Fall 2011	Isaacs	Work plans implemented and used by nearly all teams. Reporting mechanism allowed for streamlined workflow and reporting during year
Document service and provide enhanced accountability of Senate service at all levels.	Send letters to all Senators and alternates documenting their service, and drawing from Senate Team work plans, send letters to all faculty serving on senate teams, committees and task forces	Spring 2012	Harrison, Gibbs	Service documentation letters produced and sent for all senators, senate leadership team members, and all team and committee members (150+ letters in all).
Increase accountability and understanding of Senate Effectiveness	Create and deliver a survey to Senators, Alternates, SLT, and Senate team and committee members regarding Senate effectiveness.	Spring 2012	Harrison, Gibbs	Survey created and provisioned. Results to be posted to Senate website and announced to Faculty.
Explore possibility of Senate orientation	Discuss with Exec and SLT	Plan, if any, will be devised by end of AY 11-12	Harrison	No orientation was scheduled or implemented. Executive team preferred to use faculty forum in December on shared governance initiative. Team will explore possibilities for breakfast orientation with President Bradshaw in Fall 2012.
Co-sponsorship of Academic Portfolio Workshop with Academic Affairs	Collaborate with VPAA and designee (Donna Henry) to coordinate mentors and facilitate planning	May 2012	Harrison	Workshop planned, mentors confirmed, invitation to faculty made and logistics in process; this will be the first workshop fully managed and led in-house.
Co-sponsorship of Promotion and Portfolio development workshop with Academic Affairs	Consult with office of VPAA to arrange time and place	Fall 2011	Harrison	Workshop held Dec. 8. 80+ signed up; robust discussion of concepts, concerns, and practicalities related to promotion with both administrative leadership and faculty panelists.

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TEAM NAME: <u>SENATE LEADERSHIP</u> CHAIR: <u>HARRISON</u>				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Generate and sponsor any necessary changes to Faculty Governance Document By-laws associated with PATF implementation	Parliamentarian will review bylaws as needed and recommend changes	Necessary changes will be sent to Senate for consideration before the end of AY 11-12	Van Duijn	Bylaws revisions solicited from teams and presented to senate for approval; approved April 13, 2012
Streamline and regularize election of faculty reps to Faculty Senate and Teams and appoints to non-Senate University committees	Work with Colleges, Units, and Appointments Team to elect 2012-13 Senators and Senate team members, and appoint as many faculty reps to University non-Senate committees as possible this year	As many elections and appointments as possible completed by end of AY 11-12	Harrison, Isaacs Van Duijn Lindsey Demers formed elections workgroup	Election guide, sample ballot, roster of team election schedule and election assistance provided to colleges by the elections workgroup; all colleges on track for ca. April 15 completed elections; Appointments Team similarly established schedule to solicit nominations for non-senate university service for faculty by April 15, including an effort to identify a comprehensive list of all university committees requiring faculty service
Establish Senate liaisons to Senate teams per bylaws	Work with Senate Team facilitators and Senators to identify liaisons	Fall 2011	Isaacs	Complete; see website for list
Improve communication between PBC process and Senate Governance structure	Work with Senate, Senate leadership, and PBC faculty reps to conceptualize solutions and implement changes	Complete by Spring 2012	Harrison et al	After consultation with relevant parties, Senate Executive Team proposed and Senate approved the creation of the Senate Planning and Budget Advisory Council. For description and function of team, see bylaws .
Address future of Sabbatical Committee	Discuss possible reconfigurations with UFF	Complete any agreed upon changes by end of AY 11-12	Harrison, Isaacs	Faculty senate provided advisory input on revisions to sabbatical committee composition as negotiated between UFF and Administration

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TEAM NAME: FACULTY AFFAIRS CHAIR: SHIRLEY RUDER/CHP LIAISON: WIN EVERHAM/CHRIS WRIGHT-ISAK				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Search and Screen process research and report on practices and standards as compared to other SUS institutions	Review other SUS Search and Screen Guidelines. Compare with FGCU. Make recommendations/summary to Faculty Senate	Summary and Recommendations to Senate Leadership Team February 2012	Ruder, et.al.	Multilateral consulting group with reps from Senate, VPAA, HR, EEO, and General Counsel engaged with report and is working to revise and improve HR guidance to faculty
In collaboration with UFF, collect and synthesize policies regarding uncompensated teaching efforts – independent study, thesis credits, directed undergraduate research	Committee members surveying colleges/units to gather data about teaching efforts.	Spring 2012- collect/synthesize data and report to Faculty Senate	Survey Faculty in College/unit regarding teaching efforts. Collecting college/summaries.	In progress
PIP/PDP process improvement? (consult with UFF)	Members- collect college documents with PIP/PDP process	Discuss issue April 2012	Review FPED	Report/revisions to FPED pending. Draft revisions to FPED forwarded to FS President.
In consultation with VPAA (with coordination of ex-officio), provide input on Retention Plan	Recommendation drafted. Will be sent to Gen Ed Council for review before sent to FS	Spring Term 2012	Review and approve recommendations and input from Gen Ed Council	Report to Senate president 4/2/12 with request for Senate engagement
Revisit Emeritus Faculty guidelines, including possibility of adding an “Associate Emeritus” category	New Revision to statement made and approved 3/16	Revised recommendation sent to Doug/Senate Leadership team		Recommendations forwarded to Senate president; will be taken up in Fall 2012.
Student Complaints Against Faculty	Faculty reviewed College/unit policies. Recommend policy for Chairs to follow when there are complaints against faculty	Not complete: Will continue Fall 2012		Continue Fall 2012

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TEAM NAME: <u>GEN ED COUNCIL</u> CHAIR: <u>ERIC OTTO/CAS</u> LIAISON: <u>HALCYON ST. HILL</u>				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Review new course proposals and changes to existing courses.	Meet every two weeks to consider and vote on course add, change, and delete proposals that have been approved at the College level.	Courses will be considered as they are forwarded to GEC Chair after College-level approval.	All GEC members are involved in course review process.	Approved course additions: ASH 1300; ASH 1400; MCB 1030C; MHF 2195; MMC 2604L; MUH 2512. Approved course changes: HUM 1931; INR 2015; MMC 2604; PHY 2048C; PHY 2049C; PHY 2053C; PHY 2054C; SYG 2220. Approved course deletions: ASN 2010; ASN 2011.
Finalize course approval checklist and disseminate to faculty; emphasize integration of assessment language in proposal.	Previously approved course approval checklist will be edited to account for recent changes in General Education Competencies. Will be shared with Faculty Senate.	Course approval checklist completed and approved by 10/19/11; checklist will be shared soon after.	Rachel Cooke (LIB) drafted original document; updating performed in Fall 2011 GEC meetings. Halcyon St. Hill (CHP) will present to Senate.	Checklist approved 10/19/11.
Finalize CMS General Education Competencies drop-down form; work with OCI to have form integrated into CMS.	Previously approved drop-down form will be edited to account for recent changes in General Education Competencies. Form will be forwarded to OCI.	CMS drop-down form completed by end of October.	Chris Geiger (WCE) and Carrie Kerekes (LCOB) will edit form.	Drop-down form now attached in CMS; faculty proposing new general education course, or GE course changes must submit form to GEC chair.
Provide feedback and input to ETS testing assessment.	ETS assessments will be addressed as assessment process evolves in AY 2011-2012.	ETS scores will be available in April 2012; GEC will weigh in at that time.	All GEC members will be involved in the feedback process.	ETS scores unavailable as of 4/18/12 due to difficulty in recruiting student volunteers to take ETS test.

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Provide interface with and feedback to OATF.	Process for determining interface and feedback will be considered and implemented.	Timeline will follow OATF timeline.	Eric Otto, Chair, will attend OATF meeting as GEC consultant. Halcyon St. Hill attended and reported on 11/3/11 OATF meeting.	Between 11/3/11 and 3/20/12, GEC was updated on progress of OATF and asked to provide feedback to OATF. GEC feedback was incorporated into OATF report.
Review of "Student Success and Engagement in the General Education Program Faculty Grants" proposals.	Apply rubric standards to judge merits of submitted proposals and award grants to highest scored proposals.	Proposals will be reviewed at 4/3/12 meeting.	All GEC members will be involved in the review process.	GEC members submitted Proposal Evaluation Forms and recommendations to Dr. Scott Karakas on 4/3/12.
GEC subset review of QEP proposals.	A subset of the GEC will report on the comparative merits of QEP proposals.	Review of proposals to happen on 3/15/12.	Beth Elliot Carol Maksian Eric Otto, Chair Halcyon St. Hill	Report submitted to Senate Chair on 3/20/12.
Offer feedback to Faculty Affairs Team regarding recommendations for student retention.	GEC members will be invited to submit feedback to GEC Chair over email.	Feedback will be delivered to FAT before 3/30/12.	Participating GEC members: Beth Elliott, Halcyon St. Hill, Gregory McManus, Richard Coughlin, Carrie Kerekes, Carol Maksian, and Eric Otto.	Feedback submitted to FAT on 3/26/12.

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TEAM NAME: GRANTS AND RESEARCH CHAIR: MEGAN MCSHANE/CAS LIAISON: MEGAN MCSHANE				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Provide guidance and support to FGCU Centers and Institutes	Review annual reports for Centers and Institutes and making recommendations regarding their performance and sustainability;	As determined by schedule of review during academic year	All	Completed
Support Faculty and advance research at FGCU	Review Internal Grant proposals and make recommendations for funding;	Schedule determined by OSRP funding cycles	All	Completed; grants awarded to selected faculty
Provided peer review for Graduate Research Assistantships	Reviewing Graduate Research Assistantship proposals and making recommendations for funding;	Schedule determined by OSRP funding cycles	All	Completed; grants awarded
Provide support to University wide research related activities	Reviewing guidelines and identifying faculty judges for FGCU's Research Day;	Spring 2012	All	Completed with over two dozen faculty judges identified
Provide faculty oversight and guidance to Office of Research and Sponsored Programs to ensure quality and excellence in research related activities	Advise the Office of Research and Sponsor Programs on all policies, procedures, and matters related to research and sponsored programs	As needed	All	Completed as needed

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TEAM NAME: <u>GRADUATE CURRICULUM</u> CHAIR: <u>CAROLYNNE GISCHEL/COE</u> LIAISON: <u>CAROL MAKSIAN</u>				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Review program revisions and course add/changes submitted by faculty to Academic Affairs; Program Revisions due by 10/31/11	Regular GCT committee meetings	Approximately every 2 weeks (as needed)	Review curriculum materials (posted to Angel) prior to meeting	Met seven times (four in fall 2011; three in spring 2012) The GCT reviewed, made recommendations, and/or approved: <ul style="list-style-type: none"> • 19 graduate program revisions • 4 new certificate programs • 35 course additions • 22 course revisions • 15 course deletions
Research and recommend action, if any, regarding posthumous degrees; confer with Undergraduate Curriculum.	Discuss at regular GCT committee meeting	Discussed 10-12-11 and 11-30-11	Chair will report to Faculty Senate President	The GCT supports, as presented with a minor edit (replacing “or” for “of” in the Purpose section), the change submitted to the Faculty Senate by UUCT. The change is from 90% of course completion in the program to 75%.
Review of GCT bylaws	Review at regular GCT committee meeting	Discussed 2-1-12	Chair will report to Faculty Senate President	Bylaw revisions recommended by GCT are included in 2-1-12 meeting minutes.

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Review Student Grievance Policy and Procedures per request from Faculty Senate	Review at regular GCT committee meeting	Discussed 2-15-12	Chair will report to Faculty Senate President	The consensus from the committee was that this document is not under the purview of GCT.
Academic Learning Compact (ALC) – Revision and Review Process	Review at regular GCT committee meeting	Discussed 03-28-12	Chair will report to Faculty Senate President	After lengthy discussion the committee agreed to report back to Faculty Senate the following: <ol style="list-style-type: none"> 1. The term ALC doesn't apply to Graduate programs (SLO – Student Learning Outcomes would be the correct terminology). 2. The Program Review Team is already in place to oversee the review process. 3. To ensure that a program's SLO is periodically updated a check box on the program revision form could be added to request that the college confirm that their SLO has been reviewed and updated if needed.
Review of QEP Proposals	Review at regular GCT committee meeting	Discussed 03-28-12	Chair will report to Faculty Senate President	After committee discussion it was decided that this issue was not under the purview of the GCT.

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TEAM NAME: <u>INSTITUTIONAL AFFAIRS</u> CHAIR: <u>NORA DEMERS/CAS</u> LIAISON: <u>EUGENE HOYT</u>				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Academic calendar development	Discuss with registrar office and approve as completed.	<p>2011-2012 was approved in October, 2012-2013 was discussed in November and approved in December</p> <p>2014-2015 will be discussed in January 2012</p> <p>2014-2015 was forwarded to Senate in February</p> <p>I received a request for information regarding more advance notification for dates of Family Week, Alumni Week, Eaglepalooza and Eagle Expo days. Does the Student Affairs Team help make these arrangements? How is this information communicated to the faculty? The Assistant Dean of Students, Office of Student Involvement replied with details about how students are informed. I replied by asking whether this info might be communicated to the Student Affairs team so that faculty would have more advance notice, and shared that request with barb McAloose, the current chair of the Student Affairs team.</p>	Entire team discusses and approves	<p>Completed 2011-2012 in October, 2011</p> <p>In Dec, 2012 completed 2012-2013 calendar</p> <p>Completed 2014-2015 calendars in early 2012.</p> <p>Lesson: there needs to be better communication among the VPAA office and their representatives to this team as there was far too much back and forth for all involved.</p> <p>There was also a request for the times of graduation for the different colleges be determined and shared well in advance of the current notification so that better plans and accommodations can be achieved. I forwarded this request to the VPAA reps to the IAT (Byars and Snauwart).</p> <p>Lastly, tried to establish better communication between student affairs team and admin for students by copying and sharing questions regarding student events.</p>

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<p>Confer with Space Utilization Committee on space analysis plan as needed</p>	<p>Take up issues as they arise and try to resolve.</p>	<p>Conferred with Ricky Pires Oct 24, 2011 about use of picnic tables behind Whitaker/Reed for WINGS OF HOPE. The space is 'reserved' for her white tables but the wooden tables are open for all to use as usual.</p>	<p>Nora Demers/facilitator</p>	<p style="text-align: center;">Completed Oct 24, 2011</p> <p>The IAT is NOT involved in any space issues except this single request. While there are certainly space issues to be addressed the IAT has not been involved with any PBC or other discussions involving space. This is another activity that may be presumed to be within the purview of the IAT, but has been assumed by the PBC committee structure.</p>
<p>Collaborate with SACS and SGA on next steps in campus smoking policy discussion and review</p>	<p>IAT facilitator sitting on Student-led smoking team. We've decided to create an online survey for the University community to fill out. Depending on the results, student Senators may prepare a resolution for the Student government to consider.</p>	<p>Ongoing preparation for surveys- I sent several surveys I found online to the team this week (Oct 28, 2011).</p> <p>Jan 12 update-The survey should be happening during the first two weeks of the Spring, 2012 semester. After we needed to obtain permission of the Senate to send the survey, the survey was delivered and results were shared (see files) with the community. The Smoking Team student rep drafted a resolution (see files). Next meeting of the smoking committee is March 21, 2012.</p>	<p>Nora Demers /facilitator</p>	<p>Lesson: There may want to be some effort on the part of Faculty Senate to come to an agreement with (the Provost) regarding the SGA ability to communicate directly with the faculty so that any future (shared) initiatives have prior approval, and perhaps a more general MOU that allows sharing from SGA(leadership) to the Faculty at large?</p>
<p>Review University policy on skateboards and bicycles on campus</p>	<p>Speak to Safety and Facilities Committee (SFC)</p>	<p>Demers attended the SFC Dec 14th. Full story is in the minutes folder in a file entitled report to IAT regarding Bikes boards and furniture 12 14 11</p> <p>Short story is that there is no master plan to increase the paths in the center of campus, and there has been no careful deliberation about how we will meet the master plan encouraging alternative forms of transportation and keep the core safe for pedestrians. It</p>	<p>Nora Demers/facilitator</p>	<p>Report regarding policy on skateboards and bicycles on campus is uploaded to the agenda, drafts, minutes and attachments folder on ANGEL</p>

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		<p>was good to go to the meeting and make them aware of the concern. The next master plan has a criterion to do annual study of such so in future years we'll probably revisit and improve this situation.</p>		
<p>Attempt to obtain additional seating for classroom hallways of Academic buildings (Reed, WH, BHG and Merwin)</p>	<p>Speak to Safety and Facilities Committee (SFC)</p>	<p>Demers attended the SFC on Dec 14th. Full story is in the minutes folder in a file entitled report to IAT regarding Bikes boards and furniture 12 14 11. I was provided with a copy of the invoice for the cost of the 'ripple benches' and told that Facilities Planning did not have any funds available for such corridor furniture in an existing building. I will follow up with the IAT at our January 2012 meeting- hopefully reaching out to the SGA for consideration of funding. Obtained floor plans and marked out potential areas where seating would be helpful. Need to better measure areas and determine linear feet suggested- Office Furniture and Design (Diane Anderson 337-1212) quoted a price of between \$100 and \$1800 per 8 feet of bench.</p>	<p>Nora Demers/facilitator</p>	<p>This is ongoing. The SGA student rep attended a single IAT meeting this year so it was not possible to follow up on their potential fiscal support of the initiative. As CAS IAT rep I will make this a priority for the 2012-2013 academic year.</p>
<p>Shared Governance Initiative</p>	<p>Meet with Faculty and administration</p>	<p>Demers brought the shared governance initial document with the IAT team in Dec. and received very little feedback. Demers attended and participated in the Senate forum on Dec 2, 2011 Then attended a meeting called by Provost Toll on Dec 15, 2011. It seems we will be putting together a 'shared governance taskforce similar to the PATF from last year. Will follow up as things progress.</p>	<p>Nora Demers/facilitator</p>	<p>IAT (Demers) helped drive and guide the faculty conversation, including the conceptualization of the Dec 2 forum, and Demers, IAT chair was part of a contingent of representatives in the first multi-party meeting held Dec 15, 2011. At the Jan 2012 Senate Leadership team I learned that the Senate Exec team decided that the 3 faculty voices on the committee would be Doug Harrison, Howard Smith and Halcyon St. Hill. No further action from the IAT on this initiative is anticipated.</p>

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Reserved parking for motorcycles and scooters- assigned Jan 13 2012	Contacted Chief Moore	Chief Moore will suggest a policy change to Parking committee. The BOT will have to approve it. Plan for this to be addressed at the June BOT meeting. In the meantime, faculty affected should contact Nancy Rispoli for a temporary solution.	Nora Demers Facilitator	Chief Moore will suggest a policy change to Parking committee. The BOT will have to approve it. Plan for this to be addressed at the June BOT meeting. In the meantime, faculty affected should contact Nancy Rispoli for a temporary solution.
By-laws and election work assigned Jan 17, 2012	Worked with Arie van Duijn and Chuck Lindsay to <ol style="list-style-type: none"> 1. Propose modifications to by laws by adding language about how to replace members on teams, 2. remove and update the table describing how to fill Senate Teams during elections 3. prepare 'sample 	Bring before the Senate Leadership team by Feb 10 for consideration of entire Senate	Nora Demers worked with Chuck Lindsay and Arie	Margaret Bogan has proposed new language for the parking policy (see folder on ANGEL) that I assume will be brought before the BOT for approval at their June meeting.

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	ballot' that provides the duties and desired qualifications of Team members			
Proposed agenda items for 2012-2013				Current agenda items for the next academic year include 2015-2016 calendar, and furniture for the academic buildings.
Monitor the work of the newly formed SBPAC to assure effective communication between them and the IAT	Dorothy Rea will attend SBPAC meeting(s) on Jan 24th	Dorothy will attend Jan organizational meeting and future meetings if possible and report back to the IAT	Dorothy Rea-liaison to SBPAC from IAT	There is no further action on this item from the IAT. The Faculty Leadership Team is the place where this communication is to occur.
Bring forward policy/bylaws changes undertaken in 2010-11				The IAT did not propose any by-laws changes at this time. We thought it prudent to wait until the outcome of the shared governance task force is known and a better understanding of how well the Senate Liaison committee to the PBC is functioning as that committee seems to have assumed many of the original goals and responsibilities of the IAT.
Collect feedback regarding space issues on campus for SFC of the PBC	All faculty e-mail was sent by Doug Harrison on April 5, 2012	Feedback was collected by e-mail and IAT reps provided that feedback to Demers by Apr 10, 2012	Feedback was collected by e-mail and IAT reps provided that feedback to Demers who collated and provided raw comments to M. Banyan and	A file of the comments has been uploaded to the ANGEL site.

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			E.Everham on April 10, 2012	
adding information about SAI to Academic calendar displayed on webpage	Work with Academic affairs Susan Byars and Lenore Benefield	Started Jan 20, 2012		We contacted the VPAA rep for calendars with the VPAA rep for assessment (not sure of their real titles) to have these dates included on all future calendars. The calendar folks (Byars and Snauwart) agreed to same. Hopefully all future calendars will have the last date for SAI included on them and this will make faculty more aware that they are not supposed to distribute them during finals week.

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TEAM NAME: SENATE PLANNING AND BUDGET ADVISORY COMMITTEE CHAIR & LIAISON: SHAWN FELTON/CHP				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
1. Procedural Goals	2. Develop draft of Procedural Guidelines. 3. Distribute and review at SPBAC Meetings. 4. Have final Approval by SPBAC. 5. Forward final Draft to Senate Leadership for approval.	This will be completed by the end of the Spring 2012 Semester.	Chair – Felton will draft document, all committee member responsible for editing, revising, and final approval.	The procedural document was approved after two meetings. The final document has been loaded to the Senate ANGEL webpage and is ready for Senate Leadership Approval.
2. Linking Teams	1. Examine the PBC structure and PBC sub-committee Structure 2. Examine all Senate Standing Committees 3. Make connections between the PBC, PBC's sub-committees and the Senate Standing	To be completed by March, 2012	All Committee Members	All of the committees were evaluated by all of the standing members of the SPBAC. It was decided to that there were several overlap issues that need to be discussed by all of the committees. The committee elected not to develop a matrix of each connection but developed strategies on how to increase communication between the PBC, PBC's Sub committees and the Senate Standing Committees. The strategies included: <ol style="list-style-type: none"> 1. SPBAC Chair will forward Senate Leadership notes to all committee members. 2. Recommend to PBC to increase members terms to 2or 3 years terms.

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	Committees			<ol style="list-style-type: none"> 3. Continue to discuss issues as they arise and determine which committees are needed for input.
3. Agenda Items to PBC	Forward items to PBC and PBC sub-committees as needed.	Completed as Needed	Each individual member of the PBC and PBC sub-committees will be charged to advise their respective committee with concerns, issues and advice that represents faculty input	<ol style="list-style-type: none"> 1. Passed Resolution that was forwarded to PBC dealing with the need to follow the structures outlined in the PBC and its bylaws 2. Identified problem relating to phones in Classrooms, brought to PBC after connecting Faculty Affairs, Institutional Affairs 3. Connected ERMC initiative related to Academic Standing Policy to Student Affairs 4. Provide all Members a support mechanism to best represent faculty interests on the PBC and the PBC's six-sub committees 5. Initiated conversation about a continual issue related to Budget, Space and Student Growth. Provided feedback and information to the committee members representing faculty on the PBC and the PBC's Budget, ERMC and SFC committees.
4. Complete Work plan	<p>Develop Draft and Distribute to Committee Members.</p> <p>Approve work plan – Abbreviated Schedule since Committee was formed January 24, 2012</p>	Completed by 2 nd Meeting, February 13, 2012	Chair—Felton will develop draft of work plan, all committee members will be charged to review and provide feedback to update and modify	<p>The SPBAC accomplished several tasks in a short period of time with the origination of the committee January 24, 2012. All committee members were resourceful and were extremely meaningful to the function of the committee.</p> <p>This year's committee has set the foundation for this committee to continue to be an integral link between the PBC, the PBC's six sub-committees and the Senate Standing Committees.</p>

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TEAM NAME: <u>LIBRARY</u> CHAIR: <u>MOLLIE VENGLER/CHP</u> LIAISON: <u>FAN ZHAO</u>				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Assist Library Staff with LIBQUAL survey distribution	-Faculty to be contacted by their library liaisons -Students to be contacted through CRN email -Library Team members to encourage college faculty to participate fully	Survey will begin March 12, 2011 and will be open for 2 weeks	All members to participate in encouraging faculty and student participations. Dean Miller and her staff will be responsible for the survey itself	The LibQual successfully launched and was completed. Members participated by encouraging colleagues and students to participate. The Library Committee will seek the results in the fall and use, as needed, for task planning in the 2012-2013 academic year
Assist Dean Miller with Library space utilization	Team members to consider needs for space and improved student flow.	No funding is presently available. This will be an ongoing project until funding is available and definitive plans can be pursued.	All members to participate in space assessment. Dean Miller will look into fire code considerations	Due to lack of financial resources the issue of space utilization will be tabled until next academic year.
Continue to act as liaison between Library and faculty for faculty resource requests	Team members to report faculty questions/concerns to library team and to Dean Miller as they arise	Ongoing function of the team. No specific timeline	All members to participate as questions/needs arise from faculty within respective colleges	Members actively participated in discussions brought forth that impacted the university community as it relates to the library
Assist Dean Miller in survey of utilization of new space for faculty and graduate students	Dean Miller to acquire data from swipe card reader. Discuss trends at next meeting of the library team	Discuss at spring meeting of the library team and determine if needs exist for further action	Dean Miller to acquire data. All members to participate in discussion of trends and future planning as needed.	The new study is utilized frequently but few graduate students have applied for access. Members will continue to encourage graduate students to apply through the library website or circulation desk

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TEAM NAME: PROFESSIONAL DEVELOPMENT FUND GRANT CHAIR: JULIE YAZICI/COB LIAISON: DOUG CAROTHERS				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Support Faculty Professional Development through determination of provision of PDFG money from Academic Affairs	Solicit calls for and evaluate proposals from faculty using established rubric	Fall funding cycle is 10/1-11/1 and Spring cycle is 2/1-3/1 for applications; review occurs the weeks immediately following with decisions announced within a month	All	Both cycles review successfully completed with an additionally \$20K available for allocation from Provost's office in Spring 2012.
Solicit and receive applications in fully online system	Announce online application to Senate and work with AETS to refine service	Fall and Spring	All, with leadership from chair	Online system fully functional and overwhelming successfully

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TEAM NAME: <u>PROGRAM REVIEW</u> CHAIR: <u>JUDY R. WILKERSON/COE</u>				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Conduct Program Reviews: Process Step 1	Vet external reviewers recommended by program and make recommendations.	2012 cohort, as CVs become available.	Team members work collaboratively in all phases of the process and reach consensus among elected reps.	Art BA English MA Criminal Justice BS Chemistry BA Health Science BS/MS Theater BA
Conduct Program Reviews: Process Step 5	Review and comment on program self-study, external consultant report, and departmental response (Steps 2-4).	2011 cohort, when PRT Steps 2-4 are completed and materials are available.	Same	Biotechnology BA Math BA History BA Criminal Forensic Studies BS Environmental Science MS
Conduct Program Reviews: Process Step 8	Review and comment on program one-year follow-up report and previous documentation.	2010 cohort, when PRT Step 7 is completed and materials are available.	same	Community Health, B.S Political Science, B.A. Human Performance, B.S.
Pilot testing of Assessment Template developed in AY10-11	AA rep informs PRT about input from colleges; reps in colleges currently in process will seek input. Deliberations, with an intent to improve, will follow.	Contingent on implementation in Colleges. This is likely to be an on-going goal that will barely get started this year.	same	.On-going; no changes to date. Accredited programs will use a crosswalk with additions/addendum, as needed.

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TEAM NAME: STUDENT AFFAIRS CHAIR: BARB MCALOOSE/CHP LIAISONS: SCOTT ANISTAD/DOUG CAROTHERS				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Review new student code of conduct; incorporate issues of student on and off-campus issues pertaining to treatment of faculty	<ul style="list-style-type: none"> • Dr. Rollo will send "new" adopted language to SAT for review. • Team will discuss language. • Team suggests a classroom management workshop for faculty presented by university. 	A recommendation will be made to faculty senate regarding adoption of the proposed language by end of fall semester.	all	Discussed and "Okayed" version of 9/23/11 to be consistent with protection of staff/faculty.
Consider revisions to Student of the Year Awards	<ul style="list-style-type: none"> • Barb will send current standards to SAT • Draft language for suggestions of revisions • Look at what other universities do • Bring forward recommendation to faculty senate 	A recommendation will be brought forward to faculty senate by end of year so new criteria can be implemented in AY 2012-2013	all	Barb brought forward to SLT who wanted more revisions. SLT asked that SAT discuss with Colleges' Leadership Teams. Each member of SAT to bring info to their respective college for feedback.
Review academic warning system and amnesty systems	<ul style="list-style-type: none"> • Get as much input as possible from various groups. • Review recommendations put forth by 	A recommendation will be brought forward by end of year if it is appropriate for SAT to do so.	all	Re: Academic Warning System: Stacey Parker and Mike West. Of AAC met with SAT. Proposal was approved by SAT with 2 changes to words that would affect content. Will forward to SAT committee for final approval once changes have been made. Senate approved 4-13-12.

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	<ul style="list-style-type: none"> academic advisors • Get input from athletics • Find out what group makes the decision about the academic standards. Who puts it in the catalog? • Continue to explore amnesty 			
Review process regarding student groups that travel for study/earning experience abroad	<ul style="list-style-type: none"> • Get information through International Services (Elaine Hozdik) • Review website information • Find out if International Services needs help from SAT 	Ask Elaine Hozdik to SAT meeting (11/14/11) . Discuss at meeting. Decide to move forward as a group or that it is not a topic for SAT.	all	11/14/11 Group decided that this was an administrative issue not SAT. Shared with International Services that we would share the information with our respective colleges and if International Services wished to have an advising committee, SAT would support gathering members.
Review Student Grievance Procedure	<ul style="list-style-type: none"> • Get updated information and draft per Kathy Hale and Dr. Rollo • Discuss with Dr. Rollo and Dr. Michele Yovanovich to propose changes to language of academic process change in the general Student Grievance Procedure and propose change. 	Will discuss in meetings and move forward by end of semester 2. Make recommendation to accept draft or ask for revisions by end of spring semester	all	Tentative draft to policy approved by SAT. Dr. Rollo and Dean of Students to meet with K. Hale to finalize procedure change.

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Review proposal from regarding Service Learning award for the "Excellence in Civic Engagement" graduation cord.	<ul style="list-style-type: none"> Have Jessica Rhea discuss with SAT what the rationale is behind the initiative 	Make recommendation by the end of the semester to accept or deny the draft	all	Recommendations were made to Jessica Rhea about adding more precision to the proposal. Jessica will revise and present again. SAT agrees that once second revisions are made it is approved by SAT.
Choose a graduate student and an undergraduate student of the year	<ul style="list-style-type: none"> All committee members will review nominees' portfolios 	Nominate an undergraduate and a graduate SOTY by Celebration of Excellence awards ceremony	All	SAT meeting on 4/4/12 finalized decision of SOTY. Awards presented at Celebration of Excellence.
Have better flow of information from Office of Student Involvement to faculty.	<ul style="list-style-type: none"> Barb and Julie Gleason discussed ways to have better contact 	When J. Gleason has information she will forward to Barb.	Barb	SAT committee chair will be on email list of Office of Student Involvement so team (and faculty) can be made aware of developments.

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TEAM NAME: <u>TECHNOLOGY CHAIR</u> : <u>CHARLES FORNACIARI/LCOB</u>				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is timeline for implementati on? What will be done by year-end?	Committee Members Roles/Responsibilities	End-of-Year Progress/Status/Accomplishment Report
Review technology team bylaws	<ul style="list-style-type: none"> Team members will look over bylaws and make recommendations for change, if any 	Spring 2012 semester; recommendations will be made to faculty senate leadership team	<ul style="list-style-type: none"> All 	Bylaws reviewed. No changes recommended
Conduct annual faculty technology needs survey in conjunction with Academic Event & Technology Services annual software survey of deans and chairs	<ul style="list-style-type: none"> Team members will poll their colleges/units Team will collate information and review for issues, trends Team will compare its findings with the findings of Academic Event & Technology Services Team will prepare a summary report for faculty senate 	Spring 2012; a report will be made to the faculty senate	<ul style="list-style-type: none"> All Danielle Rosenthal and Charles Wang leading the subgroup that will collate the results from the members Patricia O'Connor-Benson, who will be coordinating with Danielle Rosenthal and Charles Wang 	Report to be made to faculty senate in April 2012
Ongoing informal discussion and reporting with campus technology directors regarding campus	<ul style="list-style-type: none"> On an as needed basis. Directors of all campus technology units are given time at each meeting to 	Ongoing process	<ul style="list-style-type: none"> All Campus technology directors 	Ongoing, no formal ending. Primarily a communications vehicle between FGCU technology staff and faculty to proactively explore faculty-related technology issues at FGCU (e.g., exploring why Exchange meeting calendaring

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issues/needs	present any information/make requests to technology team		participate as needed	system appears to be underutilized resulted in a decision by Computing Services to revise some of its Outlook training modules). The team also helps FGCU faculty members, on an as needed basis, make connections to various technology managers to resolve user-specific computing issues/concerns.
Consult with Learning Management System Search and Selection Task Force	<ul style="list-style-type: none"> • Provide faculty-based guidance and feedback on the LMS replacement process • Assist task force if requested (e.g., “help get the word out” about the LMS replacement process) 	Ongoing process	<ul style="list-style-type: none"> • All • Scott Anstadt and Jaffar Shahul-Hameed are the technology team members who have been appointed to serve on the Ad Hoc LMS Task Force 	Ongoing. Ad Hoc Task force members and technology team routinely discuss the progress of the task force and the team provides advice and feedback when needed.

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TEAM NAME: <u>UNDERGRADUATE CURRICULUM</u> CHAIR: <u>JASON CRADDOCK/CHP</u>				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Program revisions due by 10/31/11	Work with OCI to establish agenda items and timeline for curricular review	Curriculum review completed by end of AY 2011/12	Craddock	Completed Undergraduate curriculum review for AY 2011-12 including: <ul style="list-style-type: none"> • Program revisions • Individuals course adds, deletes, and changes • New program proposals
Consider recommendation to remove Communication and Computation Skills (formerly Gordon Rule) from University Colloquium IDS 3920.	Discussed in 2011-11 AY in UUCT and also Deans and Provost. Referred back to University Colloquium Committee.		Craddock	Referred back to University Colloquium Committee.
Research and recommend action, if any, regarding posthumous degrees; confer with Graduate curriculum.	Will discuss with Graduate curriculum Committee Chair and UUCT.	AY 2011/12	Craddock/Committee	Completed and approved through UUCT and Faculty Senate
Review language regarding New Minor Degree Proposals	Began review process with OCI, to be reviewed by UUCT.	AY 2012/13.	Craddock/Menaka Navaratna	Completed and approved through UUCT and OCI.

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Review Bylaws regarding language and current structure and process	Began discussion with UCT to make recommendations for possible change	AY 2011/12	Craddock/Committee	Completed and sent changes to Senate President through email.
Student Course and Credits Grievance Procedure	Will discuss with UCT and make recommendations.	AY 2011/12	Craddock/Committee	Completed and sent UUCT response by email to Senate President
QEP proposal review	Subcommittee will review and post any thoughts and/or recommendations	AY 2011/12	Carlin, Simpson, Craddock	Completed and sent recommendations to Faculty Senate President

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TEAM NAME: APPOINTMENTS CHAIR: SUSAN HIBBARD/COE				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Develop operating procedures/framework for processing requests for faculty appointments/nominees	10-06-11 – Proposed Guidelines were developed.	Sent to appear before faculty senate for the 10-21-11 meeting. Approved on 10-21-11 by Faculty Senate	Susan Hibbard presented the guidelines before senate on 10-21-11 and asked for a suspension of rules to approve the guidelines so the team can begin working immediately. Guidelines were approved on 10-21-11	Accomplished.
Development a comprehensive list of all committees/bodies requiring faculty representation not determined via Faculty Senate Election process.	Identify team members to begin this task.	10/31/11 – Mike Rollo’s office was contacted about obtaining a list of committees with faculty representation. 01/09/12 – The team will begin identifying roles for team members to begin this task. 03/19/12 – The team send out requests for up to date information and found many of the committees are no longer in operation or a faculty representative is no longer used.	List of committees from 2009 was divided up and team members contacted the appropriate people to get updated information on the committee.	In Progress
Appoint faculty as needed	Meet within two weeks of receiving a request from the senate president.	Optimally, appointments will be made within 15 days of the written request from the faculty senate president. Appointments will be made no later than 30 days from the initial request from the senate president.	All team members are responsible for this task.	Accomplished

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Team Name: Graduate Affairs Chair: Jaffar Ali Shahul-Hameed/CAS Senate Liaisons: Claude Villiers				
Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is timeline for implementation ? What will be done by year- end?	Committee Members Roles/Responsi- bilities	End-of-Year Progress/Status/Accomplishment Report
Review Graduate Affairs Team bylaws	Team members will look over bylaws and make recommendations for change, if any	Fall 2011; recommendations were made to faculty senate	• All	Changes were approved on Dec. 2 by the Faculty Senate
Graduate Policy Reviews	Team reviews the Graduate General Academic Policy (GGAP) on a need basis	Ongoing process	• All	Approved changes will be sent to Faculty senate for their approval.
Graduate Program Policy Revision Proposal Form	Graduate Program Policy Revision Proposal Form was developed, reviewed, revised and approved	Fall 2011	• All	Form was disseminated to the program coordinators and the chairs by Graduate Studies
Transfer Credits Policy	Transfer credits policy was reviewed and changes were updated to GGAP	Spring 2012	• All	Changes were approved by the Senate on Feb. 22
Non-US Institutions Policy	Tolley brought the issue, team members reviewed it and the policy was updated to GGAP	Spring 2012	• All	Changes were approved by the Senate on Feb. 22
Admission Reconsideration Policy	Tolley brought the issue, team members reviewed it and the policy was updated to GGAP	Spring 2012	• All	Changes were approved by the Senate on Feb. 22
Policy regarding Undergrads taking graduate Course	Tolley brought the issue, team members reviewed it and the policy was updated to GGAP	Spring 2012	• All	Changes were approved by the Senate on Feb. 22
Academic Certificate Courses	Policy regarding applying academic certificate courses to the graduate program was updated to GGAP	Spring 2012	• All	Changes approved by Senate on April 13.
Graduate Adjunct Faculty Credential Extension	Team approved the extension the term from one year to three years	Spring 2012	• All	Changes will be sent to the Senate for Approval
Graduate Admission Policy Change from Health	Team members reviews the policy and approved with recommendations	Spring 2012	• All	Action was communicated with CHP.

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Professions				
Review of Thesis/Dissertation Binding Policy	Team reviewed the document by Library and made recommendations to the Policy	Spring 2012	• All	Recommendations were communicated with Library
Student misconduct and admission	GAT is currently discussing regarding the evidence necessary to deny admission based on past misconduct on or off campus	Spring/Fall 2012	• All	Ongoing
TOEFL Requirement	Current TOEFL policy is being reviewed by GAT	Spring 2012	• All	Ongoing
Graduate Student Handbook Templates	A Subcommittee will look into developing a graduate template for the graduate programs	Spring/Fall 2012	• Tolley, Valesky and Duff	Ongoing
Thesis/Dissertation Policy	A subcommittee will look into developing an effective and efficient Thesis/Dissertation Policy for the graduate programs	Spring/Fall 2012	• Hartung Shahu I-Hameed and Valesky	Ongoing