

FGCU Senate Team Work Plan/Reporting Format AY 2013-14

TEAM NAME: <u>GRANTS AND RESEARCH</u> CHAIR: Danielle Rosenthal LIAISON: Patrick Bottiger				
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 10 existing Centers and Institutes and making recommendations regarding their performance and sustainability; review new center proposals as needed.	As determined by schedule of review during academic year	All	Annual Reviews for existing 10 Centers & Institutes completed. Three new center proposals to be reviewed following submission.
	Compose letters containing team recommendation to AVP for each Center & Institute evaluation		Chair, with team reviewing & providing feedback.	Completed
Support Faculty and advance research at FGCU	Review MDRI grant proposals and make recommendations for funding;	Schedule determined by OSRP funding cycles	All	Review begins end of March 2013
Provided peer review for Graduate Research Assistantships	Reviewing Graduate Research Assistantship proposals and making recommendations for funding;	Schedule determined by OSRP funding cycles	All	
Provide support to University wide research related activities	Reviewing guidelines and coordinating faculty judges for FGCU's Research Day; and serving as judges themselves.	Spring 2013	All	Dates for Oral presentations & Poster presentations set. Judges soon to be recruited.

Provide faculty input and guidance to new Office of Associate VP for Research and Dean of Graduate Studies	Advise new AVP for Research and Dean of Grad Studies as needed	As needed. Course buyout New Research Day Poster format and registration	All	On going. Completed
--	--	--	-----	--

FGCU Senate Team Work Plan/Reporting Format AY 2013-14

Team Name: Graduate Affairs Team Chair/College: Jaffar Ali Shahul-Hameed/CAS Senate Liaisons: Jaffar Ali Shahul-Hameed
 Date: 3/30/2014

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/Responsibilities	End-of-Year Progress/Status/Accomplishment Report
Graduate Affairs Team's bylaw Reviews	Team members will look over bylaws and make recommendations for change, if any	Fall 2013	All	Team reviewed the bylaws, although there was a discussion on changing "Director of Graduate Studies" to "Dean of Graduate Studies", no recommendations at this point. Next year, it may be recommended.
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 if it is not non-significant.
Graduate Handbooks	GAT is working with ORGS to review the existing Graduate Handbooks for policy compliance, etc.	Ongoing process	All	Ongoing
Disability Accommodation in GGAP	GAT adopted the current General Counsel's regulation on disability accommodation appeal to graduate program	Fall 2013	All	GGAP will be updated.
Electronic Thesis/Dissertation Submission	Review of ProQuest Submission Procedures and policies.	Fall 2013/ Spring 2014.	All	Ongoing.
Thesis/Dissertation vs. Case Studies	GAT is reviewing policies and procedure on	Spring 2014	C. Campbell (ORGS), R.	Subcommittee will work with Library and related offices on this issue.

	distinguishing thesis/dissertation vs. Case studies and similar works and cataloging them. A subcommittee was formed to look at the issue.		Cooke, L. Downes and J. Hoffman	Ongoing
Graduate Faculty Status Policy Review	GAT is currently reviewing Graduate Faculty Status policies	Spring 2014	All	Ongoing
Appeals Subcommittee	A subcommittee of GAT is working on appeals related procedure(s)	Fall 2013/Spring 2013	L. Downes, J.Hoffmann, J. Schoenfeld, J. Shahul-Hameed, and T.Valesky	Final procedure will be communicated with Faculty Senate. Ongoing
Continuous Enrollment	GAT reviewed the continuous enrollment policy and working with ORGS on updating the policy	Spring 2014	All	
Graduate Admission Policy Change from COE (Ed. Tech)	Team members reviewed the policy changes and approved with recommendations	Fall 2014	All	Action was communicated with COE.
Graduate Admission Policy Change from COE (Curr. & Inst.)	Team members reviewed the policy changes from M.Ed (Curriculum and Instruction) and approved with recommendations	Fall 2014	All	Action was communicated with COE.
Graduate Admission Policy Change from COE (School Couns.)	Team members reviewed the policy changes from M.Ed (School Counseling) and approved with recommendations	Fall 2014	All	Action was communicated with COE.
Review of New Graduate (Doctoral) Program from CHPSW (DNP)	Team members reviewed the proposed DNP program	Fall 2014	All	Action was communicated with OCI (Cathy Duff) and CHPSW.

TEAM NAME: GEN ED COUNCIL CHAIR: Eric Otto

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.	Make sure proposed courses meet Gen Ed Program requirements.	Ongoing.	All members involved.	Requests reviewed and approved: ECO 2013 Principles of Macroeconomics ECO 2023 Principles of Microeconomics CHM 2410C The Science of Cooking GLY 1000 Physical Geology GLY 1000L Physical Geology Lab
Gather campus feedback on draft Mission and Purpose and finalize both.	September Town Hall meetings and Canvas discussion forum.	To be completed by end of Fall 2013 term.	All members involved.	Mission and Purpose approved 12/6/13.
Gather campus feedback on draft Gen Ed Program models and finalize one model.	September and October Town Hall meetings and Canvas discussion forum.	To be completed by end of Fall 2013 term.	All members involved.	Draft model approved 12/6/13.
Draft "Application for Courses to be Included in the General Education Program."	Chair and Dir. Of Gen Ed will sketch the document in Fall 2013 and early Spring 2014.	To be completed by middle of Spring term.	All members will provide feedback on draft document.	

Advise Dir. of Gen Ed on Competency Assessment Advisory Committee.	Council will develop ideas for an advisory committee that will implement assessment in the revised Gen Ed Program.	Consultation will occur during Spring 2014 semester.	All members involved.	
Draft final proposal for new Gen Ed Program.	Council will develop the 12/6 approved program model into a proposal to send to UUCT in March 2014.	Proposal will be sent to UUCT in March 2014.	All members involved.	
Service Award portfolio	Council will compile a portfolio to support Service Award nomination	Portfolio will be submitted by March 14 th , 2014.	All members involved.	

February 12, 2014

TO: Faculty Senate

FROM: Institutional Affairs Team, FGCU Faculty Senate

RE: Work plan assignments update

Here is a brief update of items we have been assigned:

1. **Faculty handbook** The Electronic Faculty Resource Guide (EFRG) was published in 2013, and can be found on the Faculty and Staff page from the FGCU home page. We continue to work with Tony Barringer and Dave Jaeger's group to help to make it a more helpful resource for faculty to do their jobs (such as by including FAQ and/or a how-to guide). *They would appreciate ongoing input from the Faculty about the challenges and frustrations they face so that those items can be incorporated in revisions of the EFRG.*
2. **Furniture-** we contacted Mike Salmond and Ruth Rodriguez of the Safety and Facilities Committee of the PBC. They are drafting proposed strategies to address furniture needs for FGCU. We provided background information on the IAT progress to date, including proposed locations for hallway furniture in the older buildings (Whitaker, Ben Hill Griffin and Reed). *If the Senate would like to make a resolution in support of acquiring furniture for hallways in academic buildings that do not have them, that might be a way to complete the Senate ability to address this assignment.*
3. **Summer A, B & C last day to add drop** has been discussed and considered since 2011-2012 when we were assigned this task as something the Faculty supported occurring. We postponed from 2011-2012 until the new LMS (Canvas) was in place. We have worked collaboratively with offices including Financial Aid, Registrar, that would be affected (including Title IX) to consider the logistics of implementation. As best as we can tell, this is feasible and all parties agree that it would be beneficial to the students. *The next step would be to make a catalog change.*
4. **First Day of class attendance policy-** has been discussed and considered since 2011-2012 when we were assigned this task as something the Faculty supported occurring. We worked with Canvas/E-learning, Finance and the Registrar, who are also supportive of the proposal, and believe that it can be (of course, faculty would always be able work with students on extenuating circumstances). **The student representative** to the committee confirmed that this policy would be beneficial for student's success. **His concern, however was that all classes needed to follow the procedure (otherwise some students might think they had been dropped from the class for not attending).** *The next step would be to make a catalog change.*
5. **Calendar-** we began looking at a 2015/16 proposed calendar in 12/13.
 - a. Since that time, the calendar subcommittee, working with the Registrar's office, has developed a spreadsheet set up to automatically calculate the calendar.
 - b. **A draft Academic calendar for these years will be provided to the Senate Leadership by Friday March 7th so that the drafts can be distributed with the Senate material on Tuesday March 11th, 2014.**
 - c. **On Wed March 12 at 2 PM in WH227 the IAT Calendar subcommittee will hold an open forum to share the 15/16, 16/17, and 17/18 academic calendars.**
 - d. **The IAT intends to ask the Leadership Team to bring the calendars forward for Faculty Senate to consider at the March 14th Senate meeting. The IAT subcommittee and Registrar will be available at the March 14th Senate meeting to try to address any questions that may remain.**

- e. We prepared a table that shows the criteria, laws and rules that govern the calendar preparation that will be posted on the calendar webpage, in addition to being shared with the Senate directly.
- f. We intend to also post this link <http://www.interfaithcalendar.org/> that shows an interfaith calendar that can be consulted when syllabi are prepared, to try to prevent conflicts.

Thank you,
On behalf of the IAT,
Nora Demers

TEAM NAME: LIBRARY CHAIR: Sheila Bolduc-Simpson LIAISON: Fan Zhao
AY 2013-2014 WORK PLAN

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
Communicate with and encourage Faculty in respective colleges to complete LIBQUAL survey	Team members to communicate and promote the completion of the LIBQUAL survey	Spring 2014	All members participate in encouraging faculty members in respective colleges to complete the survey.	LibQual Survey went out on March 11 th and will be open till March 31. Library Committee Members will encourage participation among their colleagues, staff, and students. Reminder emails to the respective Colleges will be sent out during the week of March 17 th .
Monitor and work with Library to ensure smooth integration of Library into Canvas	Team members to share with faculty members information on the integration of the Library into Canvas.	End of Spring 2014	All members participate in sharing the information with faculty members in respective colleges	Library Committee Chair brought the initiative to Faculty Senate Team Leadership and a resolution was passed on February 21 st . The Faculty Senate Leadership Team fully supports including a link to the Library website in the Canvas LMS navigation for all courses. Links to the library website should be included all future LMS upgrades or changes. The Faculty Senate Leadership Team also supports the further exploration of directly linking to subject-appropriate library research guides in the Learning Management System. Dave Jaeger will meet with Randy Dean, Canvas System Administrator, to move forward and put the Library website link in Canvas on all faculty courses.
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	Continue to act as liaison between Library and faculty for faculty resource requests.
Promote First Year Experience Librarian Outreach Program	Invite First-Year Experience Librarian Heather Snapp to Composition Faculty Meeting to explain her role as First-Year Experience Librarian Track First Year Experience Librarian Outreach activities	Fall 2013 till end of Spring 2014	Sheila Bolduc-Simpson	First-Year Experience Librarian Heather Snapp came to first meeting of the academic year and briefed Committee members on her role as the First-year Experience Librarian. Heather Snapp offers library workshops every semester in South Village and holds library hours in 2002 Osprey Hall every Wednesday from 2:30 p.m. – 4:30 p.m.

--	--	--	--	--

TEAM NAME: PROGRAM REVIEW CHAIR: Judy R. Wilkerson

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	Reviews/Work Completed
Conduct Program Reviews: Process Step 1	Vet external reviewers recommended by program and make recommendations.	2013 cohort, as CVs become available.	Team members work collaboratively in all phases of the process and reach consensus among elected reps.	Biology BA Communication BA Criminal Justice MS Environmental Studies BA History MA Philosophy BA Sociology BA
Conduct Program Reviews: Process Step 5	Review and comment on program self-study, external consultant report, and departmental response (Steps 2-4).	2012 cohort, when PRT Steps 2-4 are completed and materials are available.	Same	Anthropology BA Note: Two additional programs were expected but did not complete the process in time for review.
Conduct Program Reviews: Process Step 8	Review and comment on program one-year follow-up report and previous documentation.	2011 cohort, when PRT Step 7 is completed and materials are available.	same	Art Chemistry English MA Health Science MS Theater
Continue pilot testing of Assessment Template developed in AY10-11; revise as necessary.	AA rep informs PRT regarding input from Colleges; survey of program leaders will provide input on process, including template. Deliberations, with an intent to improve, will follow.	spring	same	The one program (Anthropology) reviewed this year used the template successfully, and the Provost has indicated that it is helping his Office. The survey had a limited response, but it supported the use of the template, as well. Suggestions will be considered next year. No revisions were made this year; however, we hope that if our new bylaws are approved, we can review and align the template with other processes next year, reducing the workload of faculty and considering suggestions made in the survey this year
Survey program leaders on process and results (BOG and Accreditation)	Use Checkbox to survey program leaders in collaboration with AA	Spring	same	Survey was completed with report forwarded to Senate Executive Team in March 2014.

Collaborate with Academic Affairs on updated BOG process	Discuss changes from Tallahassee and survey results and any implications for change/improvement.	Spring	same	No changes were made in Tallahassee, so nothing was needed here.
Develop report to Senate on institutional patterns.	Identify and report patterns from annual reviews and possibly database, depending on stage of database implementation,	spring	Same	Since only one program was reviewed, there were no patterns identified. The PRT Survey Report, however, does identify some patterns.
Provide support to programs undergoing review.	Needs will be determined based on survey results.	Spring	same	No specific needs were identified; however, some process improvements were developed in response to concerns expressed in the report. The most significant of these is revamping the review process for external reviewers to track better the credentials expected and demonstrated.
Review Bylaws	Changes will be suggested based on team member experience and survey results.	spring	same	Substantial discussion about bylaws resulted in a revised set of bylaws presented to SLT on March 28. The Team collaborated with Academic Affairs and met with the Provost while working through these proposed revisions. We will also recommend supporting the suggestion from Academic Affairs to expand the Program Review process to include 2-3 external reviewers, including one lead reviewer who will conduct a site visit. This will be more consistent with accreditation reviews and be responsive to concerns expressed by programs that they would have been better served by the opportunity to meet face-to-face with the reviewer.

TEAM NAME: STUDENT AFFAIRS TEAM CHAIR: B. Hess

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 Colleges with Developing individual SOTY award criteria	SAT will have a supporting role for this transition. We suggest having criteria drafted and published by end of fall semester. Each SAT member should work with his/her respective college to establish guidelines. SOTYs will be honored at Celebration of Excellence.	Colleges to draft SOTY criteria by end of December. All colleges to submit names of SOTY recipients 2 weeks prior to Celebration of Excellence.	<p>Doug to draft letter for each SAT member to send to college leadership. Include suggested criteria and guidelines that were used by SAT in the past.</p> <p>Each Team Member to work with respective college leadership.</p>	All colleges except CAS have SOTY criteria in place. Colleges will send their SOTY winners' names to Barb who will inform the Provost's Office of the winners. CAS is hoping to have criteria and selections by the Celebration of Excellence.
Review academic amnesty policy (carryover)	A revised draft of the policy was completed and sent to Dr. Strahorn. He asked that the ASC and the SAT meet in the fall. Barb will contact Dr. Strahorn to initiate a meeting with ASC and SAT.	Draft of revised policy should be sent to faculty senate by end of AY 2013-2014.	<p align="center">Team</p>	This has been revised and reviewed by faculty senate. It will go forward to faculty senate for final vote in April 2014.
Review Bylaws	We will need to remove "award of Student of the Year (SOTY)" from the Responsibilities and Duties Some	<p align="center">As needed</p>	<p align="center">Team</p>	This has been forwarded to the faculty senate leadership team.

	<p>roles that SAT could be involved with under the bylaws:</p> <ul style="list-style-type: none"> • Enrollment issues, advocate for what is best for students • Admissions – preserving the integrity of courses and quality of students as course enrollment caps are raised. • Distance learning – informational resources. 			
University Suspension	<p>It was brought to SAT attention that students could be (have been) suspended for the university without their program of study be informed of the suspension. . This could have implications to programs such as nursing and athletic training that have students in off-campus internships or representing the university in the community.</p>	<p>ASAP Dr. Rollo to discuss with Student Affairs Office personnel</p>	<p>Team discussion</p>	<p>Student Affairs Office will contact the Associate Dean of the college from which a student is suspended. It will be the Associate Dean's decision of whether the unit faculty needs to be notified of a student's university suspension.</p>

<p>Medical Withdrawal Procedure Proposal</p>	<p>Student Affairs and Dr. Wohlpart, Dean of Undergraduate Studies, have been working a Medical Withdrawal procedure so that it is a “university-wide” procedure not separate for each college. The proposed guidelines have been approved by the Dean’s Council and they would like the SAT to review. Discussion centered on: changing the Application for Medical Withdrawal-Physician/Mental Health Provider to streamline the procedure and nature of the illness; specifically indicate which forms/letterhead is required or recommended for the student to produce.</p>	<p>As is available to the Team</p>	<p>Team Discussion</p>	<p>This was introduced as an informational topic and suggestions for “ease of use” were discussed and recommendations given to the Team working on this proposal.</p>
--	---	------------------------------------	-------------------------------	---

FGCU Senate Team Work Plan/Reporting Format AY 2013-14

Team Name Technology Chair/College Charles Fornaciari/LCOB Senate Liaisons: none
 Date: 3/18/14

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/Responsibilities	End-of-Year Progress/Status/Accomplishment Report
Review proposed Restricted Data Policy	<ul style="list-style-type: none"> Preview drafts of proposed restricted data policy, provide feedback on policy based on faculty-specific concerns/issues 	October-December 2013	<ul style="list-style-type: none"> All 	Completed. Team members solicited feedback from their respective units, made suggested changes to the proposed policy (which were almost wholly incorporated), and then voted to support the final version of the policy. Team Chair presented team's position on the policy at the December 2013 faculty senate meeting.
Provide feedback to Canvas representative on initial implementation and rollout of Canvas when Canvas representative was visiting Campus	<ul style="list-style-type: none"> Attended meeting with Canvas representative to provide faculty-specific feedback and concerns on FGCU's initial rollout and implementation of Canvas during the Fall 2013 semester 	October 4, 2013	<ul style="list-style-type: none"> All (this was an invited meeting with the Canvas representative, and not a regularly scheduled Technology Team meeting. Therefore the Technology Team did not take minutes, but most of the technology team 	Completed. Technology Team members provided direct feedback to the Canvas representative regarding the initial rollout of Canvas at FGCU.

			members were present)	
Review technology team bylaws	<ul style="list-style-type: none"> Team members will look over bylaws and make recommendations for change, if any 	December 2013; recommendations will be made to faculty senate leadership team	<ul style="list-style-type: none"> All 	Bylaws reviewed by team members and discussed at a team meeting. No changes were recommended by team and these findings were communicated to the Senate Leadership Team.
Conduct annual technology needs survey in conjunction with Academic & Event Technology Services	<ul style="list-style-type: none"> Team improves its combined process with Academic & Event Technology Services on the annual survey Team will improve its Web-based survey for use in current and future years Team members will poll their colleges/units Team will collate information and review for issues, trends Team will report to Faculty Senate Other entities (e.g., AETS will report to various units) with tech team coordination 	Spring 2014; a report will be made to the Faculty Senate and AETS will report to the Dean's Council, among others.	<ul style="list-style-type: none"> All Danielle Rosenthal continues to the Technology Team member leading the revision of the survey and the summarizing of the data Patricia O'Connor-Benson will be coordinating from AETS 	Report to be made to Faculty Senate and Dean's Council by April 2014
Beta test textbook adoption system	<ul style="list-style-type: none"> In conjunction with Business Technology Services (BTS), serve as beta testers of revisions of the textbook adoption system, provide feedback, and offer any potential suggestions for improvement before 	November 2013 through February 2014.	<ul style="list-style-type: none"> All 	Completed. Team beta tested system, provided feedback, and made suggestions for improvement before the system went live in March 2014.

	the new system is deployed for Summer 2014 book orders			
Ongoing informal discussion and reporting with campus technology directors regarding campus issues/needs	<ul style="list-style-type: none"> On an as needed basis. Directors of all campus technology units are given time at each meeting to present any information/make requests to technology team 	Ongoing process	<ul style="list-style-type: none"> All Campus technology directors participate as needed 	Ongoing, no formal ending. Primarily a communications vehicle between FGCU technology staff and faculty to proactively explore faculty-related technology issues at FGCU. 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.
Work with faculty representative to the Information Resources Committee (IRC) on any issues that jointly concern the Technology Team and the IRC	<ul style="list-style-type: none"> On an as needed basis. Faculty IRC representative attends Technology Team meetings as necessary and communicates any issues that may jointly impact both the IRC and the Technology Team. 	Ongoing process	<ul style="list-style-type: none"> All Faculty representative to IRC attends Technology Team meetings as needed 	Ongoing, no formal ending. Primarily a communications/coordination vehicle between the faculty representative of IRC and the Technology Team.
Consult with the ad hoc distance learning task force	<ul style="list-style-type: none"> Provide faculty-based guidance and feedback as needed/requested to the ad hoc distance learning task force chaired by Cathy Duff (Provost's office) 	Ongoing process	<ul style="list-style-type: none"> All 	Ongoing. Technology team routinely discusses the progress of the ad hoc distance learning task force and provides guidance and feedback as necessary.

TEAM NAME: UNDERGRADUATE CURRICULUM TEAM CHAIR: Anna Carlin

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 proposed changes in, additions to, and deletions from the undergraduate curriculum, course descriptions and catalog information submitted by faculty to the Office of Academic and Curriculum Support	The team will set a schedule to meet every two weeks during the academic year. Proposed curriculum changes will be distributed to the team for review and the team will meet to discuss and take action on the changes.	The team will review all proposed changes that have been approved by the college curriculum teams and have completed the required forms before the end of the academic year.		The team reviewed 1 new minor proposal, 2 new degree program proposals and revisions to 37 degree programs (majors) and 16 minors.
Develop policies and procedures associated with the creation, maintenance and revision of undergraduate curriculum, academic policies and standards, and accreditation issues as needed	Should policy or procedural changes need to be made, the team will meet with representatives from the Office of Academic and Curriculum Support and discuss the needed changes.	No changes to policy, procedure, or guidelines were made by the team this year.		No changes to policy, procedure, or guidelines were made by the team this year.

Review Team Bylaws	Team members may propose changes to the team bylaws when appropriate.			The UCT bylaws were changed to correct an unintentional grammatical error to reflect the team's responsibility to ensure that the university's curriculum remains accountable to public governing agencies. The bylaws change was approved by the Faculty Senate on 4/11/14.