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College of Arts & Sciences Council Meeting : 2014 : 02 : 13

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College of Arts and Science Faculty Council Meeting
February 13, 2014

Present: Rebecca Johns-Krishnaswami (Chair), John Arthur (Vice-Chair), Mark Walters, Michiko Clutter, Melanie Riedinger-Whitmore, Judithanne Sourfield McLauchlan, Jill McCracken, and Tiffany Chenneville.

Absent: Ray Arsenault, Michiko Clutter

Meeting was called to order at 9:02 by Rebecca Johns-Krishnaswami.

The council approved the minutes from the November 15, 2013 meeting.

The council briefly discussed some of the highlights from the January CAS Chairs meeting and one of the items discussed was that Dean Biafora had instructed the Chairs to submit faculty names to the Dean to be considered as “Thought Leaders”, who are faculty doing cutting-edge research.

Chair’s Compensation:
Dean Biafora stated at the Chair’s meeting that we don’t have money concerning the FC proposal to increase the Chair’s compensation. The FC would like the Dean to come back with a counter proposal and to follow up to see if the Chair’s compensation has been placed as a priority for current strategic plan.

Amending by-laws to change the selection of representatives for the FC to a department
The FC proposes seeks to ensure fair representation and to make sure that all departments are represented. The proposal would have one member from each of the seven departments and have two at-large members for a total of nine FC members.

The proposed new language to the Faculty Council by-laws would be

1.1 Each Department of the College of Arts and Sciences shall elect one representative to the Council from the department’s full-time teaching faculty. Department elections shall be conducted before the end of Spring semester.

1.2 At-large members of the Council shall be elected from among the full-time teaching faculty of the College to fill any remaining seats of the nine total seats. The Nominating Committee of the Council shall conduct the election by the end of Spring Semester.

The FC voted unanimously in favor of the proposed changes to the FC by-laws. As mandated by the FC by-laws, a full vote by the CAS faculty will be scheduled.

Creating regular communication between FC and Senate
The FC proposes that the Senate share with FC Chair what occurred during each USFSP Senate meeting. Jill McCracken will work on being the liaison between the FC and the Senate for the rest of the semester. The FC will appoint every year a liaison to be responsible to share the Senate agenda with the FC.

**Review of upcoming vacancies on FC and committees: preparing for election**
4 openings for next year.
John Arthur, Jill McCracken (except for the fall - sabbatical), Michiko Clutter, and Judithanne Sourfield McLauchlan will be continuing on as members of the FC for the 2014-2015 academic year. There are a number of vacancies for committees during the next academic year and Rebecca Johns-Krishnaswami will send out an email to the Chairs letting them know about upcoming committee vacancies.

**Review of Dean’s policy on course cancellations**
The College is trying to come up with a formal policy about cancelling courses. The Dean has asked the FC for feedback about faculty cancelling classes. Online meeting, projects, guest lecture are some of the suggestions to the proposed policy. The Council approved this policy with these suggestions.

**Process for reviewing department documents that have been submitted, i.e., T&P guidelines, etc.**
We would like to finish this process, so the proposal is to look at the documents and then we can give some positive feedback concerning consistency throughout the college and to turn over the documents to Dean Biafora. These documents will eventually be uploaded on the FC webpage under the documents link. Subcommittee – Jill McCracken, Tiffany Chenneville, and Rebecca Johns-Krishnaswami will look at the documents for consistency (specific attributes for Teaching, Research, and Service so that the Faculty have focused guidelines) and then will report back to the FC.
It was discussed that at each Fall College Faculty Meeting that the FC Chair remind the faculty that these documents are on the FC webpage for them to review.

**Proposal for a new department/unit**
Math is seeking to have a Math unit/department separate from the Environmental Science and Policy Department. The FC has communicated the procedures that the Math faculty must undertake for their program to withdrawal from their current ESP Department. This proposed change is on the agenda for the March FC meeting. FC would like to review the proposal before the March meeting so that they can comprehensively review the documents.

**Additional business**
We will follow up on safety issues with the USFSP Police Chief Hendry at the next FC meeting in March.
The FC would like to propose to the campus and college committees to write a year-end report and to include a duties and guideline document to new committee chairs and members. This is to ensure institutional history and the FC believes that this
will significantly aid new chairs and members as to their roles for each committee, thus making for a more organized campus.

Meeting was adjourned at 11 am.