Faculty Assembly Meeting
Minutes
November 4, 2011


Call to Order – The meeting was called to order at 12:19pm.

Minutes – The minutes of the September 9, 2011, meeting were approved as submitted.

Announcements/Opportunities for Faculty – As a service-learning project, Debbie Reed’s students have started a book drive for Lake Shore Middle School. Dr. Reed is the Professor in Residence at the school. There is a box available to drop off books on the first floor – pass along to your students.

Carolyne Guardino announced that the Faculty/Staff Campaign is in progress. This is an opportunity for faculty and staff to provide support to areas of UNF they feel are important. Please continue to give – we are progressing at reaching our goal. You can give to your department foundation or the college foundation. Carolyne will follow up with an email with more information.

Marsha Lupi thanked Carolyne Guardino for stepping up at Faculty Association regarding the price of tickets for events on campus. The cost is too high for her to bring her children. President Delaney is looking into this issue.

Dr. Lupi thanked Sue Syverud for taking on the responsibilities of President of Faculty Assembly. She also thanked everyone for their patience during the fire alarm issue last week when the dust from the construction was setting off the alarms. The contractor turned the fire alarms off for a very short time until they could resolve the issue. All of the wiring and plumbing in the new addition is connected to this building.

There is a brown bag lunch scheduled on November 15, 12:30pm. Because we do not have a communal area where we can get together we opted to have “Lunch and Learn” brown bags. At the brown bag lunch, Nick Eastham will talk about a tool called SafeAssign by Blackboard. This tool will catch instances of plagiarism. Students can use this to catch this mistake before their work is submitted. Drinks and snacks will be available. Sue Syverud asked that the days be rotated to accommodate faculty teaching schedules.
The COEHS will be migrating its content into the new Content Management System. Dr. Lupi and Nick have been meeting with those involved. Nick is the contact person for the migration. Chairs and directors will need to meet with Nick by November 15. Clean up your site but do not build it up at this point. Catalog updates will be pulled from the catalog. Marianne Jaffee sent out a bio template to faculty. CIRT has hired a professional photographer to take faculty pictures. Faculty need to go through Blackboard to update their bio. By December 15 they will be done. Once we migrate we can start building our site up.

Standing Committee Reports

**Undergraduate Standards and Curriculum Committee** – Cathy O’Farrell said that they met electronically and reviewed APCs and passed those through. They will meet again to review more APCs.

**Graduate Standards and Curriculum Committee** – Wanda Hedrick reported that the committee met and reviewed an APC to change a course in literacy. The committee worked on two program changes that they will move forward.

**Personnel Committee** - no report

**Long Range Planning Committee** - no report

**Student Issues Committee** - John Kemppainen said that they met and discussed issues with students. The discussion will continue. They also talked about admissions criteria for the college and making an amendment to our admissions policy.

**Technology Committee** – The new chair of the Technology Committee is Chris Janson. The committee met on October 13 and set up timelines for meetings. They talked about college issues in technology and will report the issues to Marsha Lupi.

**Executive Committee** – The Executive Committee met and established the agenda for this meeting. Bring any issues to your faculty member on the committee and they will bring these issues forward.

**ESOL Advisory Committee** – Shari Little said that there are new ESOLs standards and needs. The DOE will be here before we know it and we need to get busy. Shari made a new matrix with the new standards. She will meet individually or with each department. She will send out the new standards.

**Educator Preparation Institute** – Betty Bennett said that they are in full swing. She and Pat Hanford are working on a project with AT&T, EPI Plus Program (Hispanics who want to be teachers).
**Dean’s Report**
We have received the NCATE report and have confirmation of the fact that we have been recommended to meet all standards at both the initial and advance levels. We will be rejoining the two weakness areas:
1. Communication across campus regarding programs.
2. Inadequate evidence for diversity in field experiences in advanced programs.

We have begun work on the Florida Department of Education new standards (FEAPS, ESOL, Reading). The Dean asked Drs. Torres and O'Farrell to prepare an initial draft of indicators to match the new standards. These will include indicators we already are using, draft descriptors/indicators from the new FEAPS document, and a few other "new" indicators. This strategy was discussed with a group of chairs and program leaders who attended an FDOE webinar earlier this week, and there was good support. A draft form will be sent out for comment shortly. The Dean said that he will also be sharing a letter with all faculty discussing the work we do. We must have everything mapped to the new competencies by the start of fall 2012; internal deadlines for each step of this process will be shared with faculty next week. Claire Torres added that all of our syllabi, matrices, and any other supporting documentation needs to be updated. FEAPS have structure and descriptors and whatever we do we have to work around the descriptors. Claire will give faculty a landscape of where we are. ECATS remains as our assessment tool because the state wants data per individual.

**Searches**
1. We have hired for our multi-year search in Special Education: Deborah Reed.
2. We are in process of bringing in candidates for the Instructor of American Sign Language.
3. We are in the process of hiring a Staff Interpreter.
4. We have active searches (tenure track) for Ed Leadership, Ed Assessment, Elementary Ed., and Sport Management.

**Adjournment** – The meeting adjourned at 1:18pm.