

**College of Education Faculty Council  
Meeting Agenda**

**Date:** March 12<sup>th</sup>, 2025

**Time:** 10:00 AM - 11:30 AM

**Location:** Online via zoom

**Present Members:** Ray Flores and James Durham (TED), Laura H. Brown and Devender Banda (SPED), Pat Hawley and Irene Arellano (EPLC), Jongpil Cheon and Fethi Inan (C & I), Shirley Matteson (ex officio), Jeong-Hee Kim (ex officio), and Hugo Garcia (ex officio)

**Absent Members:**

Shelby Anderson (TED)

**Guest Names:** No guests.

\*If there are insufficient numbers of representatives from each department, the committee will continue to meet as long as there is a quorum (50%)

**Topics for Discussion:**

**1. Approval of minutes for FC February meeting**

Motion made to: Approve minutes from 2-12-2025 FC meeting

Motion by: Jongpil Cheon, Seconded by Devender Banda,

Votes: 7 Aye in favor, 0 Nay opposed, 0 abstentions

Motion carries.

**2. Approval of agenda for FC March meeting**

Motion made to: Approve the 3-12 FC Meeting Agenda

Motion by: Laura H. Brown, Seconded by: Irene Arellano,

Votes: 7 Aye in favor, 0 Nay opposed, 0 abstentions

Motion carries.

**3. Progress updates from Standing Committee FC partners:**

- Access and Engagement Committee (FC partner(s): Irene Arellano)
  - Met with committee co-chairs and are making progress.
- Faculty, Staff & Student Human Resources Committee (FC partner(s): Laura Brown, Fethi Inan)
  - Ideas of proposing that the FSSHRC be merged with other Standing Committees were discussed. Ideas included merging with the Faculty

Development Leave Committee and/or the Access and Engagement Committees.

- Laura Brown discussed the concern that if the FSSHRC was merged with the Faculty Development Leave Committee that non-tenure track on committee would not be able to serve since they would not be able to vote on faculty leave applications. Cheon (Current member and chair of the committee) alleviated some of this concern by highlighting that the committee does not vote but mainly reviews applications and highlights the strengths and weaknesses of faculty leave applications. He stated that he sees no issue with non-tenure faculty being part of the review of faculty leave applications and welcomed their input.
- Dr. Matteson provided some back history on the Faculty Development Leave committee based on TTU OPs which required a committee to review faculty leave applications and serve in an advisory role to the Dean's office.
- The FC partners (Cheon, Brown, and Inan) will continue deliberating about the possibilities and will also connect with their respective standing committee chairs to discuss proposals about merging with other Standing committees.
- The idea of dissolving, merging, and consolidating standing committees in the college was welcomed by multiple FC members and ex officios for multiple reasons. Faculty from departments that have a limited number of tenured/tenure track faculty member (e.g., TED and SPED) stated that it would help them tremendously as their departments often struggle with filling replacements on all standing committees.
- Faculty Development Leave Committee (FC partner(s): Jongpil Cheon)
  - See comments above related to merging with the FSSHRC.
- Graduate Academic Affairs Committee (FC partner(s): Devender Banda)
  - Janna Brendle (Chair of GAAC) has shared an updated version of the GAAC Information Sheet with Devender Banda. This version was reviewed and feedback was provided to Brendle from Flores and Banda. Brendle is making these minor edits and will take the updated version to the GAAC for their discussion and votes to approve by the end of March. The updated voted upon version will then be sent back to FC for their vote to approve during FC's April meeting on April 9th.
  - A discussion related to the topic of student grade appeals was had. Banda highlighted that he recalls grade appeal discussions in the GAAC during

his previous appointment. Flores highlighted that in the current COE faculty handbook, grade appeals are part of the TCUAAC and GAAC. Dr. Matteson shared a document related to grade appeals and will double-check on whether these should be removed or kept in GAAC and TCUAAC. Durham highlighted that Dr. Tara Stevens (previous Associate Dean) had recommended that grade appeals be taken out of GAAC and the TCUAAC for various reasons. We will get an update in April.

- Promotion and Tenure and Post-Tenure Review Committee (FC partner(s): Ray Flores)
  - Flores reported no status updates since the previous report. The P & T committee met on March 4th to conduct post-tenure reviews. They plan to meet again on April 1st. During that meeting, the committee will continue their work on the P & T Information Sheet, and with updating the P & T policy.
- Research Committee (FC partner(s): Pat Hawley)
  - Hawley reported that Grant Jackson (Chair of committee) was in deliberations with Dr. Matteson regarding the possible dissolve of the Research committee and its replacements with EDUC Research and Outreach Advisory Board. Dr. Matteson briefly shared this proposal and FC discussed. More on this will be given during the April FC meeting. Additionally, Matteson shared her draft proposal and welcomed feedback and input from the FC and faculty. The draft proposal has been reviewed by Grant Jackson (Research Committee chair) and Flores. The idea of the EDUC Research and Outreach Advisory has been viewed positively by multiple faculty. It is currently being reviewed by the Executive Council which will meet on April 2nd to discuss. The Executive Council will vote to approve sending the draft to FC for their vote to approve sending the draft to faculty for a full faculty vote during their April FC meeting.
- Teacher Certification and Undergraduate Academic Affairs Committee (FC partner(s): James Durham, Shelby Anderson, and Ray Flores)
  - Durham and Flores commended Catherine Lammert (Chair of committee) and TCUAAC members for their completed work and proposed work in future years.
  - Round 4 version of the TCUAAC Information Sheet was approved by the TCUAAC on 3-10-2025. The votes were as follows:
    - “4- Yes, I approve this document,

- 2- Yes, I approve this document, but 2 committee members raised minor reservations. These are mostly that this seems like a lot of work for the committee.”
- The approved Round 4 Version of the document can be found in:  
2024-2025 Faculty Council >>  
2024-2025FacultyCouncilDraftMaterials >>  
1. COEFCandStandingCommitteeInformationSheets >>  
4. Teacher Certification and Undergraduate Academic Affairs Committee
- This document is ready for FC’s vote to approve. Flores noted that during 2024-2025 all committees focused redesign, during 2025-2026 the committees will implement and reserve the ability to continue revising the Standing Information sheets before a faculty vote is held to update the COE faculty handbook.

Motion made to: Approve the TCUAAC Information Sheet (Round 4 Version)

Motion by: Laura H. Brown, Seconded by: Pat Hawley,

Votes: 7 Aye in favor, 0 Nay opposed, 0 abstentions

Motion carries.

#### **4. Updates on Upcoming Vacancies on FC and Standing Committees Due to Member Terms Ending**

- Faculty Council:
  - 2 representatives from C & I (Results pending)
  - 2 representatives from TED (Filled. Please see replacement names and FC vote to approve below);
- Access and Engagement Committee:
  - 1 undergraduate representative
  - 1 graduate student representative
  - 1 staff representative
- Faculty, Staff & Student Human Resources Committee:
  - 1 representative from C & I (Results pending)
  - 1 representative from SPED (Results pending)
  - 1 undergraduate representative
  - 1 graduate representative
  - 1 staff representative
- Faculty Development Leave Committee:
  - No vacancies at this time
- Graduate Academic Affairs Committee:
  - 2 representatives from C & I (Results pending)

- 1 staff replacement
- Promotion And Tenure and Post-Tenure Review Committee:
  - 1 representative from EPLC (Results pending)
  - 1 representative from TED (Results pending)
- Research Committee:
  - 1 representative from C&I (Results pending)
  - 1 representative from EPLC (Results pending)
  - 2 representatives from TED ((Filled. Please see replacement names and FC vote to approve below);
  - 1 graduate representative
- Teacher Certification and Undergraduate Academic Affairs Committee:
  - 2 faculty representatives from TED (Elections will be held soon)
  - 1 undergraduate representative

### **Replacement Results:**

The following replacements have been received from TED.

Faculty Council Openings: Catherine Lammert and Jody Dennis

Research Committee: Jianlan Wang and Minju Yi

The terms for these new representatives will be **2025-2028**.

Motion made to: Approve these representatives from TED for the Faculty Council and the Research Committee

Motion by: Devender Banda, Seconded by: Pat Hawley,

Votes: 7 Aye in favor, 0 Nay opposed, 0 abstentions

Motion carries.

### **Additional Notes/Comments related to elections:**

As FC representatives for TED, Flores, Anderson, and Flores will be working with Neil Knauth to hold elections for the Teacher Certification and Undergraduate Academic Affairs Committee that had 5 nominees who accepted their nominations to serve on the committee!

Elections by other committees are on-going. Durham and Flores ask that FC department representatives continue assisting their department in these election efforts.

## **5. Other updates from FC co-chairs on 2024-2025 Faculty Council Goals**

### **What will James and Ray be doing?:**

- Reaching out to Standing Committee chairs on how we and FC partners can assist them.

- Reaching out to Standing Committee chairs to share our template for their annual reports to be added to our FC annual report.
- Begin drafting our FC annual report

#### **6. Share Draft Agenda for April FC meeting**

- Approval of minutes for FC March meeting minutes
- Approval of agenda for FC April meeting
- Discuss and approve any Standing Committee Information Sheets that have been finalized and approved by respective committees
- Approve Standing Committee Replacements
- Updates from FC co-chairs
- Share and discuss draft of the 2024-2025 FC Annual Report
- Other?

#### **7. Closing**

- Summary of decisions made and action items. Flores and Durham wished the committee a happy and safe Spring Break.

Motion made to: Adjourn meeting

Motion by: Laura Brown, Seconded by: Pat Hawley,

Votes: 7 Aye in favor, 0 Nay opposed, 0 abstentions

Motion carries.

Meeting adjourned at 11:32 am

#### **Notes:**

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- **Please review all proposals and supporting documents prior to the meeting.**
  - Contact Co-Chairs ([raymond.flores@ttu.edu](mailto:raymond.flores@ttu.edu), and [james.durham@ttu.edu](mailto:james.durham@ttu.edu)) if you have any questions or need additional information.
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