

**College of Education Faculty Council
Meeting Agenda with Minutes**

Date: September 5th, 2024

Time: 10:00 AM - 11:30 AM

Location: online via zoom

Present Members*:

Ray Flores and James Durham (TED), Laura H. Brown, Pat Hawley (EPLC), Shelby Anderson (TED), Jongpil Cheon, Irene Arellano, Devender Banda (SPED), Fethi Inan (C&I), Hugo Garcia, and Tara Stevens

Absent Members:

None

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

Meeting began at 10:02 am and was held by Zoom.

Topics for Discussion and Vote:

1. Proposal for Faculty Council Meeting Frequency, Duration, Format, and Dates/Times for Fall 2024

- Review current meeting schedule and format.
- Discuss proposed changes and finalize the meeting schedule for Fall 2024.

Proposal. Monthly, 1.5 hours, online, on the following dates:

Fall 2024 FC meetings?:

Thursday, Sept. 5th 10:00-11:30 am (1st Thursday of September)

Thursday, Oct. 3rd, 10:00 – 11:30 am (1st Thursday of October)

Thursday, Nov. 14th 10:00 – 11:30 am (2nd Thursday of November) (Flores will be traveling Thursday, Nov. 6th)

Summary of edits: Change time to 9:00 - 10:30 am

Motion: Accept proposed dates and times for FC fall 2024 meetings with edits noted above {if any}

Motions by: Pat Hawley, Seconded by: Fethi Inan

Votes: 9 Aye in favor, 0 Nay opposed, 0 abstentions

2. Approval of Replacements for COE Standing Committees

- Present nominations for standing committee replacements.
- Vote on the approval of replacements.

Replacements:

- Sungwon Shin (C&I) replacement for Rene Saldana who resigned from Promotion and Tenure Committee (2024-2027)
- Merve Basdogan (C&I) replacement for Cristian Aquino-Sterling who resigned from the Access and Engagement Committee (2023-2026)
- Delia Carrizales (TED) nominated to serve on Graduate Academic Affairs Committee (GAAC) as the Teacher Education Department representative (2024-2027). TED did not have a GAAC representative 2023-2024.
- Alex Wiseman (EPLC) replacement for Ian Lertora on Faculty, Staff & Student Human Resources Committee (2024-2026).

Summary of edits: None

Motion: Accept all replacement nominations with edits noted above {if any}

Motions by: Pat Hawley, Seconded by: Shelby Anderson

Votes: 9 Aye in favor, 0 Nay opposed, 0 abstentions

3. Proposal for P & T (Promotion and Tenure) Policy Process and Timeline

- Discuss the proposed next steps timeline for P & T policy review.
- Vote on the proposed process and timeline.

Steps already take:

The May 2024 draft of P & T document was developed in collaboration between the 2023-2024 FC and the P & T committee. FC voted to send out to faculty over the summer. This draft was reviewed and sent out for faculty review over the summer on May 7th, 2024.

Proposal for next steps:

- **Sept 5th - Sept 23rd (week before October FC meeting):** In collaboration with their respective department chairs, FC department representatives will solicit feedback from their department faculty.
- **By Sept 25th (week before October FC meeting):** Department representatives will consolidate that feedback by adding comments directly on the May 2024 P & T Draft for their department and will share their document with the FC co-chairs who will add them to an online folder. Depending on the number of amendments, FC co-chairs will either consolidate or keep them as is.
- **Agenda Item FC October meeting:** Department representatives will present proposed amendments and Faculty Council will vote on whether to make the amendments before faculty vote or to let faculty vote based on the May 2024 version, if any.
- **After FC October meeting:** Revised P & T draft (10-5-2024 version) will be sent out for faculty vote for 1 week time period.
- **~October 15th:** Votes and P & T draft (10-5-2024) version to the Interim Dean and designees for review and approval.
- Once approved by the Interim Dean, the policy will be forwarded to the Provost for his review and approval.

- Once approved the new policy will replace the old policy in the Faculty Handbook currently posted on the Faculty Resources webpage. The archived P&T policy can also be retained on the webpage along with other archived policies.

Summary of edits: None at this time

Motion: Accept proposed P & T policy timeline and process with edits noted above {if any}

Motions by: Laura Brown, Seconded by: Irene Arellano

Votes: 9 Aye in favor, 0 Nay opposed, 0 abstentions

4. Proposed Faculty Council Goals and Timelines Submitted by 2024-2025 FC Co-Chairs (See attached document)

- Present proposed goals for the upcoming academic year.
- Discuss and vote on each proposed goal.

Summary of edits: Fethi Inan suggested that we vote on Goals #1 and 2 together, Goal #3 individually, and Goals 4 and 5 together. FC agreed that this was a good idea.

Goal #1: Enhance and Clarify the Role and Responsibilities of the COE Faculty Council

Goal #2: Improve the Efficiency of COE Faculty Council Operations

Summary of edits: None. Approach, tentative timelines, and deliverables are tentative. FC will continue to adjust as needed throughout the 2024-2025 academic year.

Motion: Accept proposed Goal #1 and 2 with edits noted above {if any}.

Motions by: Fethi Inan, Seconded by: Pat Hawley

Votes: 9 Aye in favor, 0 Nay opposed, 0 abstentions

Goal #3: Collaborate with Standing Committee Chairs to Review and Enhance the Purpose, Roles and Responsibilities, and Academic Services Provided by Standing Committees in the COE

Summary of edits: None. Approach, tentative timelines, and deliverables are tentative. FC will continue to adjust as needed throughout the 2024-2025 academic year.

Motion: Accept proposed Goal #3 with edits noted above {if any}.

Motions by: Pat Hawley, Second by: Irene Arellano

Votes: 6(9) Aye in favor, 0 Nay opposed, 0 abstentions (3 FC had to leave early and were absent) **Updates: FC co-chairs emailed and received votes from the 3 missing FC members via email. Vote counts are updated.**

Goal #4: Increase the Visibility and Recognition of Faculty Council and COE Standing Committee Achievements

Goal #5: Develop Systems to Monitor and Provide Continuous Feedback on the Effectiveness of the COE Faculty Council, Standing Committees, and Leadership

Summary of edits: None. Approach, tentative timelines, and deliverables are tentative. FC will continue to adjust as needed throughout the 2024-2025 academic year.

Motion: Accept proposed Goal #4 and 5 with edits noted above {if any}

Suggested Edits: Approach, tentative timelines, and deliverables will be discussed in October FC meeting. FC will continue to adjust as needed.

Motions by: Pat Hawley, Seconded by: Laura Brown

Votes: 6(9) Aye in favor, 0 opposed, 0 abstentions (3 FC had to leave early and were absent) Updates: FC co-chairs emailed and received votes from the 3 missing FC members via email. Vote counts are updated.

5. Collaboratively Distribute the Work of Faculty Council Members Based on Approved Goals

- o Outline the distribution of tasks and responsibilities among members.

Goal #1: Enhance and Clarify the Role and Responsibilities of the COE Faculty Council

Participants: Ray and James

Goal #2: Improve the Efficiency of Faculty Council Operations

Participants: Ray and James

Goal #3: Collaborate with Standing Committee Chairs to Review and Enhance the Purpose, Roles and Responsibilities, and Academic Services Provided by Standing Committees in the COE

Participants:

- o Access and Engagement Committee (FC partner(s): Irene Arellano)
- o Faculty, Staff & Student Human Resources Committee (FC partner(s): Laura Brown, Fethi Inan)
- o Faculty Development Leave Committee (FC partner(s): Jongpil Cheon)
- o Graduate Academic Affairs Committee (FC partner(s): Devender Banda)
- o Promotion And Tenure and Post-Tenure Review Committee (FC partner(s): Ray Flores)
- o Research Committee (FC partner(s): Pat Hawley)
- o Teacher Certification and Undergraduate Academic Affairs Committee (FC partner(s): James Durham, Shelby Anderson, and Ray Flores)

Goal #4: Increase the Visibility and Recognition of Faculty Council and COE Standing Committee Achievements

Participants: FC

Goal #5: Develop Systems to Monitor and Provide Continuous Feedback on the Effectiveness of the COE Faculty Council, Standing Committees, and Leadership

Participants: FC

**6. Share Proposed Standing Committee Information Sheet Draft and Receive Feedback
(See attached draft document)**

Summary of edits: Tara Stevens suggested that we add a section related to the secretary role. This role is crucial for documentation of meeting minutes for all committees. FC agreed that this was a good idea. This change was made to the sheet. This document will continue to evolve as we gather input from faculty.

7. Share Tentative Plans for October 2024 and November 2024 Faculty Council Meetings

- Review and gather feedback on tentative agenda items for the upcoming Fall meetings.

Proposed October Agenda Items:

- Approval of minutes for FC September meeting
- Approval of agenda for FC October meeting
- FC will discuss and vote on P & T policy
- FC co-chairs will share initial ideas related to Goal #1: Enhance and Clarify the Role and Responsibilities of the COE Faculty Council and Goal #2: Improve the Efficiency of Faculty Council Operations
- FC partners for the following standing committees will present draft ideas and gather feedback from FC: {See highlighted}
 - Access and Engagement Committee
 - Faculty, Staff & Student Human Resources Committee
 - Faculty Development Leave Committee
 - Graduate Academic Affairs Committee
 - Promotion And Tenure and Post-Tenure Review Committee
 - Research Committee
 - Teacher Certification and Undergraduate Academic Affairs Committee (FC partner(s): Ray Flores, James Durham)
- Other Agenda Items proposed by FC members? {10 minute}
- Other?

Proposed November Agenda Items:

- Approval of minutes for FC October meeting
- Approval of agenda for FC November meeting

- FC partners for the following standing committees will present draft ideas and gather feedback
 - Access and Engagement Committee
 - Faculty, Staff & Student Human Resources Committee
 - Faculty Development Leave Committee
 - Graduate Academic Affairs Committee
 - Promotion And Tenure and Post-Tenure Review Committee
 - Research Committee
 - Teacher Certification and Undergraduate Academic Affairs Committee
- Finalize meeting dates for Spring 2024
- Share and discuss draft Agenda for February FC meeting
- Other Agenda Items proposed by FC members? {10 minute}
- Other?

8. What will FC Co-Chairs be Doing in Preparation for October 2024 Meeting?

- Sharing COE standing committee replacement results with standing committees
- Share the names of possible student representatives with standing committees
- Share 2024-2025 FC goals with the Dean's Office and the Executive Council
- Will partially fill out Standing Committee Information Draft sheet for all Standing Committee and share those with appropriate FC partners, and Dean's office and the Executive Council to continue to fill out and work with.
- Obtain final rosters for COE committees including updates on chairs of committees and the names of student representatives. FC co-chairs will update this information and share it with Faculty Council and with faculty on the COE website once it has been completed.
- Other {TBD}

9. Closing

- Summary of decisions made and action items.
- Schedule next meeting <Invitations will be sent out after the FC Sept and November meetings>
- Meeting was adjourned at 11:33 am

Notes:

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