

{Approved during Faculty Council's Nov. 14th Meeting}

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

**Date:** October 3rd, 2024

**Time:** 9:00 AM - 10:30 AM

**Location:** online via zoom

### **Present Members:**

Ray Flores, James Durham, and Shelby Anderson (TED), Laura H. Brown (SPED), Pat Hawley (EPLC), Jongpil Cheon and Fethi Inan (C&I), and Tara Stevens (ex officio)

### **Absent Members:**

Devender Banda (SPED), Irene Arellano (EPLC), and Hugo Garcia

### **Guest Names:**

Sarah De La Garza and Susan Lily

\*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 and Vote:**

#### **1. Approval of 9-5-2024 FC minutes**

Motion made to: Approve minutes for 9-5-2024 FC meeting.

Motion by: Pat Hawley, Seconded by: Shelby Anderson

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

Motion carries

#### **2. Approval of 10-3-2024 FC Agenda**

Motion made to: Approve the 10-3 FC Meeting Agenda.

Motion by: Pat Hawley, Seconded by: Jongpil Cheon

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

Motion carries

#### **3. Approval of Replacements for COE Standing Committees**

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

#### **Replacements:**

- Kenneth Griner, replacement for Michael Richardson, on the Access and Engagement Committee (2024-2026)
- Kennedy Awuonda (EPLC), Ibrahim Akdilek (EDIT), and George Stern (Special Education), Graduate Student Representatives on the Access and Engagement Committee (2024-2025)
- Lyndsey Crawford, Staff Representative on the Faculty, Staff & Student Human Resources Committee (2024-2025)

{Approval of these Oct. 3rd meeting minutes will occur during Faculty Council's Nov. 14th Meeting}

- Christy Gillespie, Graduate Student Representative on the Graduate Academic Affairs Committee (2024-2025)
- Edwin Sosi, Graduate Student Representative on the Research Committee (2024-2025)
- Kailyn McGehee, Undergraduate Representative on Teacher Certification and Undergraduate Academic Affairs Committee (2024-2025)

Motion made to: Accept all replacement nominations for Standing Committees listed above.

Motion by: Pat Hawley , Seconded by: Fethi Inan

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

Motion carries

#### **4. P & T Policy Review (9-5-2024 FC Plan)**

- Discuss suggested edits by department and by category:
  - **Category 1:** Minor corrections such as typos, inconsistencies, punctuation, or grammatical errors.
  - **Category 2:** Misalignments with university Operating Policies. Please refer to OP 32.01 <https://www.depts.ttu.edu/opmanual/OP32.01.php>
  - **Category 3:** Any concerns that might lead to general disapproval of the May 2024 P&T Policy.
  - **Other**
- Vote on the suggested edits {tentative}
- Vote to send P & T Policy (with updates, if applicable) for full faculty vote{tentative}

#### **Status Report:**

Flores shared that we've received insightful feedback from our colleagues in the C&I department and TED. Their thoughtful comments highlight the importance of shared governance and faculty input.

Jongpil Cheon shared general feedback provided from the C & I department on the May 2024 version of the P & T policy. He shared that some clarification is still needed for department P & T policy versus College P & T Level policy due to the language in TTU OP 32.01. Fethi Inan added that the C & I P & T policy is intended to be more formative in nature to provide junior faculty with feedback as they prepare for P & T or promotion. A recommendation was offered that perhaps C & I may consider renaming their P & T policy document in order to clarify its purpose and the COE P & T Policy. Tara Stevens shared her perspectives on the TTU P & T policy related to department versus College P & T policies and will be looking into this further to obtain clarifications. Ray Flores shared that the department versus College P & T policy discussion was one of the primary reasons that initiated the COE P & T policy review and updating last year. FC cochairs documented that before FC sends out an updated policy, FC will make sure to have clarity on this manner.

Flores shared that P & T consolidated suggested edits had been received from C & I and TED. These are shared in the 2024-2025 Faculty Council one drive inside the 10-3 Faculty Council meeting documents Agenda Item 4 folder. EPLC and SPED had requested an extension and will be submitting their consolidated feedback by the end of next week.

{Approval of these Oct. 3rd meeting minutes will occur during Faculty Council's Nov. 14th Meeting}

After reviewing the suggested edits, Ray Flores and James Durham believed that more time is needed to deliberate on some of these edits, specifically those of Category 2 and 3. Therefore, they proposed that FC amend its previously approved plan to review these edits and instead vote to forward the consolidated departmental feedback to the P&T Committee for their continued deliberation. Ray Flores spoke with the P&T Committee chair, Dave Richman, on Monday, 9/30 to provide him with a status update, and Dave Richman was supportive of the idea of further deliberation on the P & T policy by the P & T committee.

Motion made to: Amend Faculty Council's previously approved plan on 9/5 for processing the P & T policy edits.

Motion by: Pat Hawley, Seconded by: Fethi Inan

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

Motion made to: Adopt a new FC Plan. FC will send the collected consolidated department feedback directly to the Promotion and Tenure Committee who will review, discuss, edit, and send an updated version of the P & T policy to FC. Once FC receives this draft, FC will vote to send that version out for faculty vote.

Motion by: Laura Brown, Seconded by: Pat Hawley

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

**5. TCUAAC Standing Committee Information Sheet.** FC co-chairs shared an example Standing Committee Information Sheet from the Teacher Certification and Undergraduate Academic Affairs Committee (See Round2\_TCUAAC Standing Committee Information Sheet) that was codeveloped with Chair of the TCUAAC. A special shoutout was given to the current chair of that committee, Catherine Lammert, who is doing a great job with reshaping and leading that committee.

Ray Flores requested feedback from Round 2 of that standing information sheet from FC members. Fethi Inan made a suggestion that the committee consider updating the language around the types of student exceptions to policies section to be broader and more inclusive of other exceptions that may come up. Flores and Durham shared that they would share this feedback with the TCUAAC as they continue to refine their Information Sheet.

Ray Flores shared that Round 1 drafts of Standing Committee Information Sheets for all other Standing Committees can be found in the 2024-2025 FC one drive folder. These Round 1 drafts were developed by FC cochairs by leveraging the COE Faculty Handbook and building on those ideas. FC partners will work with Standing Committee chairs to make these better.

**6. Progress Update on FC Goals #1 and #2.** FC co-chairs shared their initial ideas on two key goals: Goal #1, which focuses on enhancing and clarifying the role and responsibilities of the COE Faculty Council, and Goal #2, aimed at improving the efficiency of Faculty Council operations.

FC co-chairs shared a vision for how the Faculty Council can better support COE Standing Committees by assisting in the creation of committee bylaws and by providing future committee

{Approval of these Oct. 3rd meeting minutes will occur during Faculty Council's Nov. 14th Meeting}

chairs with academic year calendar templates. These resources have multiple benefits that were shared. Both resources will be informed by the Standing Committee Information Sheets currently being developed.

Flores sought feedback from the FC specifically around the idea of the calendars. Fethi Inan shared a concern on whether calendars would be perceived as restrictive. Flores and James Durham noted the concern and highlighted that Standing Committees would be responsible for creating their own calendars and sharing them with FC. Flores shared that he would use this feedback to update the master calendar template to carefully articulate the benefits of the calendar and to ensure that it is communicated that Standing Committees will draft their own calendars and vote to approve them in their Committee before sharing them with FC. The template for a Master Calendar and its benefits can be found in the meeting documents folder and also in the 2024-2024 Faculty Council one drive folder >> 2024-2025 Faculty Council Draft Materials >> 3. Example Calendar Templates for FC and Standing Committee Academic Service Activities folder.

### **{For Informational Purposes:}**

#### **Tentative Agenda for November FC Meeting**

- 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 {highlighted below}
  - 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 (TBD)?

#### **6. What will FC Co-Chairs be Doing in Preparation for November 2024 Meeting?**

Ray Flores shared that he and James Durham will be doing the following in preparation for the next FC meeting in November.

- Move P & T Policy review forward based on today's outcomes
- Sharing COE standing committee replacement results with standing committees
- 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.
- Continue working on Goal #1 and Goal #2.

{Approval of these Oct. 3rd meeting minutes will occur during Faculty Council's Nov. 14th Meeting}

- Will be sending out guidance to FC partners on Goal #3
- Other {TBD}

## 7. Closing

- Summary of decisions made and action items.
- Reminder of next meeting: **Nov. 14th, 9:00 - 10:30 am**

Motion made to: Adjourn meeting

Motion by: James Durham, Seconded by: Shelby Anderson

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

Meeting was adjourned a 11:33 am.

---

### Notes:

- **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.
- 
-