

Florida Gulf Coast University

College of Education

College Governance Procedures

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Introduction:

The administration, faculty and staff of the College of Education work collaboratively to ensure high quality teaching, programs, courses, research, and service to the profession and to the community. The College uses the process of shared governance and strives for optimal opportunity for input in decision making.

Functions of College Governance Procedures

The major functions of College Governance are as follows:

- To describe how issues or concerns raised by any stakeholders (departments, committees, administrators, and individual faculty and staff members) are raised initially, resolved, and forwarded to the next level for review.
- To provide a mechanism for accountability and follow-up
- To provide information on committees:
 - Function
 - Purpose
 - Election

The Faculty

The faculty is responsible for teaching, service and scholarship. Faculty duties and responsibilities include:

- Responsible for all aspects of the curriculum.
- The delivery of programs.
- Recommending and modifying existing programs or courses.
- Initiating new programs.
- Advising students.
- Providing service to their program, department, university, community, and particularly with public schools.
- Serving on department, college and university committees.
- Staying current in their field of study by attending and presenting at professional meetings, conducting research, seeking external funding, and writing scholarly publications.

THE COLLEGE FACULTY ASSEMBLY

Regular Meetings

The faculty of the College hold at least two meetings per academic semester. Additional faculty meetings may be called by the Dean. Faculty have the opportunity to submit agenda items for meetings.

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Voting Membership and Quorum

All full-time faculty are eligible to vote. One half plus one of the eligible voting faculty members constitutes a quorum. Written proxy voting is permitted. Voting may take place during a College Faculty Meeting by roll call or secret ballot. Voting may also take place during a special election by secret ballot electronically, or by acclamation, which may be requested by the Dean or Faculty.

Amendment of College Policies and Procedures

The College policies and procedures as published in the *College Governance Procedures* may be amended by a majority vote of the eligible faculty. Non-substantial editing and corrections to the Governance Procedure document may be made by approval of the Leadership Council. Changes to the policies and procedures of the Governance Procedure document require approval by the College Faculty.

Types and Functions of College Committees

Standing Committees: Standing committees are those listed in the College of Education Governance Procedures document and report to the Leadership Council. The faculty elects the members. The chair of each committee is elected by the committee membership. Some of the functions of the standing committees may be carried out by subcommittees and/or ad hoc committees.

Subcommittees: Subcommittees may be established to facilitate the timely handling of the work. The memberships consist of members of the committee as well as membership from the College of Education faculty, students, the schools, and community. The selection procedures and composition of subcommittees shall be recommended by the main committee. At its inception the subcommittee will define its function, composition, and procedures for committee operation. The subcommittee reports to the standing or reporting committee to inform and make recommendations related to the charge of the subcommittee.

Ad hoc Committees: Ad hoc committees may be established by a standing committee or a Dean. Ad hoc committees may be established for a limited time period to perform a specified task. At its inception the group or person establishing the ad hoc committee will define its function and composition. The ad hoc committee will determine procedures for committee operation. Ad hoc committees will inform and make recommendations related to their charge.

Search Committees: Search committees are established by an administrator for the purpose of recruiting potential administrators, faculty and staff, reviewing application materials, checking references, and making recommendations for hire. The chair of the search committee is selected by the Leadership Council. When forming search committees, there will be appropriate representation related to the position sought.

COMMITTEE OPERATING PROCEDURES

Elected and appointed committee members shall serve designated terms. Terms of service for all committees are staggered and normally end within the spring semester of a given year. Committee members, including officers, continue to serve until their replacements are elected.

Ex officio members serve by virtue of their position and at the discretion of the Dean within the parameters of the committee composition listed below. All *ex officio* members and liaisons are non-voting members of committees.

All Committees shall:

- Require a quorum of a simple majority to conduct business.
- Allow a vote by proxy or by alternate representative in place of an absent member.
- Conduct voting at meetings or by email at the discretion of the presiding officer.
- Elect members through College elections at the end of spring semester when possible. Terms begin in the following Fall semester.
- Stagger membership terms when possible to insure a balance of experienced and new members.
- Elect a chair from the voting membership on an annual basis.
- Elect the new officers in August.
- Fill vacancies in the same manner that regular members are selected, with the elected person serving the remainder of that term.
- Forward, in a timely manner, copies of meeting agendas and minutes to the Associate Dean for Planning and Continuous Improvement.
- Issue annual reports to the Dean and faculty of: (1) committee actions and (2) recommendation for college consideration and further action.
- Forward issues to the appropriate committee or administrator.

ROLES OF COMMITTEE OFFICERS AND MEMBERS

Chairs

- Schedule and post meeting dates and locations at the beginning of each semester.
- Distribute the agenda in advance of meeting.
- Conduct election of new officers at Fall meeting.
- Facilitate meeting decorum.
- Are voting members of their committees
- Assure collegial respect for both members and guests
- Should be aware of college, university, BOG, and legislative rules, policies and procedures which may directly affect the committee's operations and deliberations.

Recorder/Secretaries

- Publish and distribute approved minutes of meetings via electronic mail.

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- File approved minutes with committee members.
- Submit file of minutes and materials of committee business meetings to Associate Dean of Continuous Improvement and Planning for college archives.

Members

- Attend all scheduled meetings.
- Serve as a representative of and liaison to their respective program.
- Maintain confidentiality of matters discussed and/or decision made where appropriate.
- Should be prepared to contribute to committee discussions and assigned work.

***Ex Officio* and Liaison Members**

- *Ex officio* members serve by virtue of their position and at the discretion of the Dean.
- Provide orientation of new members at the May meeting.
- Liaison members are members who serve on comparable university committees.
- *Ex officio* and liaison members provide information, guidance, and communication between college administration and university committees and faculty.
- *Ex officio* and liaison members may not vote on the committee.

Observers/Guests

- May attend the open portions of any committee meeting.
- Shall be excused when confidential matters pertaining to individual students, faculty, or staff are being deliberated and voted on, in compliance with the Federal Family Education Rights to Privacy Act and Florida statutes section 228.093.
- May request that they be allowed to make presentations to the committee. A request to be placed on the agenda is made to the chair of the committee and requires approval.
- Shall not participate in deliberations regarding committee motions unless addressed by a committee member.

The faculty of the College of Education have certain responsibilities and authority to function in academic matters and in the general governance of the college and the university at all levels. COE faculty exercise governance through the following standing committees:

College Governance Team: This committee is comprised of one elected faculty member from each department. The team will select one member to be the faculty representative to serve on the College of Education Leadership Team. The College Faculty Governance Team (CGT) shall function as the faculty governance committee in the College, responsible for considering College-side curriculum and faculty governance matters and serving as a faculty voice with respect to Faculty Senate related matters. The CGT will be responsible to 1) provide to the faculty information from the College leadership meetings, 2) conduct elections within the College for standing committees and Senate committees, and 3) may call and run faculty meetings.

Members will serve three-year terms which shall be staggered so that only half of the members are elected each year. The initial CGT will determine which seats go up for elected after the first two years of service.

College Peer Review Committee: The College of Education has designated this committee as the Peer Review Committee (PRC). The purpose of the College of Education (COE) Peer Review Committee (PRC) is based on the guidelines found in the FGCU Faculty Performance Evaluation Document (March, 2009: approved April, 2008, effective spring 2009) and the COE Performance Evaluation Criteria and Standards Document (April, 2003). The role is one of support and peer mentoring where appropriate. Reports produced by this committee are meant to help the faculty member evaluate his/her professional growth at FGCU.

The Peer Review Committee participates in all faculty performance reviews except annual reviews and sustained performance evaluations. They are responsible for the following:

- Providing guidance and assistance to faculty members in preparing the Professional Development Plan and/or Performance Improvement Plan, upon written request from the faculty member.
- Providing guidance and assistance to faculty members in preparing documentation for promotion reviews and performance reviews, upon request.
- Assisting with preparing documentation for annual reviews, upon written request from faculty.
- Participating in interim reviews regarding progress toward promotion and tenure, upon written request from the faculty member.
- Preparing a written and signed recommendation for successive fixed multi-year appointment, promotion, and tenure.

Five members are selected by faculty vote. Members serve for a two-year term with 2-3 members elected each academic year.

College Undergraduate and Graduate Program/Curriculum Committees: Considers and makes recommendations at the College level on all curriculum matters. Reviews curriculum for consistency with the mission of the University, College and the strategic plan, and the requirements of external accrediting bodies. Committee has five elected members: One member is elected to serve on the University Undergraduate Curriculum Committee and one member is elected to serve on the University Graduate Curriculum Committee.

Functions:

- Review and make recommendations on new program proposals, program revisions, and program deletions.
- Review and make recommendations on additions, deletions, or changes in existing courses.
- Review and make recommendations for curriculum issues, initiatives, policies and procedures.

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- Address issues related to clinical experiences.

COE Technology Committee: The purpose of the College of Education’s Technology Committee is to determine and help fulfill a technology strategic plan. The strategic plan is developed by the committee and approved by the faculty. The committee is made up of five (5) “in-unit” faculty members selected by their peers whom shall serve no less than a two-year term. Committee membership will be determined early every fall semester of each academic year. Faculty members may serve more than one term if they wish. The chair of the Technology Committee will be the same person elected to serve on the university technology committee. The chair will serve in this position for a one-year term and can be re-elected as chair for subsequent terms. Meetings are held approximately three times per year and by request from the Dean.

Academic and Admissions Regulations Committee: (Informally known as Appeals Committee) The purpose of the College of Education’s Academic and Admissions Regulations Committee is to provide students with a fair and equitable process for admittance or academic action/decision appeals. The committee is made up of five (5) “in-unit” faculty members selected by their peers whom shall serve no less than a two-year term. One member will be an academic advisor.

Committee membership will be determined early every fall semester of each academic year. Faculty members may serve more than one term if they wish. The chair of the Academic and Admissions Regulations Committee will be a member of that committee elected by fellow committee members. The chair will serve in this position for a one-year term and can be re-elected as chair for subsequent terms. This committee meets on a need-to-meet basis, typically determined by any appeals that may need to be reviewed or other committee related tasks (e.g., policy updates).

Minutes of the meeting are available to all College of Education Faculty and are otherwise confidential to the extent limited by Florida law. Minutes of each meeting which include letters to students with appeal results will be kept secure in the office of the Dean’s administrative assistant.

Post Masters Admission and Policy Committee

The PMAPC committee works on all issues related to the EdS and EdD programs. The committee is comprised of eight (8) faculty and one *ex officio* out-of-unit faculty. To accomplish its mission the committee engages in the following:

- Develops and recommends policy and procedures for the post master’s programs.
- Interviews candidates and approve admissions.
- Evaluates the progress candidates in the program.
- Evaluates the programs and recommends changes as appropriate.
- Approves syllabi and works with faculty to improve course offerings.
- Approves tuition waivers.

- Approves Graduate Assistant assignments.
- Considers all input from faculty and administration in its deliberations.

To be eligible for the Post Master's Admission and Policy Committee (PMAPC), faculty must be a member of the "Graduate Faculty."

Assessment and Institutional Effectiveness Committee

Functions:

- Functions will be determined by the Assessment and Institutional Effectiveness Committee during the fall 2010 semester.
- Functions will be presented to the faculty for a vote of approval at the December 2010 faculty meeting.

College of Education Advising Meetings

(Sherree will provide description – meetings held every Wednesday)

College of Education Leadership Meetings

Once a month the Dean, Associate Deans, Assistant Dean and Program Leaders (from each degree program) meet to gain faculty voice on matters such as curriculum, budget, resources, policies, and assessment.

Other Policies/Procedures:

Graduate Faculty Criteria

http://www.fgc.edu/FacultySenate/files/FS_Files_09/Senate_Grad_Faculty_Appointment_Policy_Final_041309.pdf

Procedure for Selection of Program Leaders

Fgcu-coral\Root\Private\AAED\Program Leader Documents\Program Leader Selection Process 2010.docx

Roles & Responsibilities of Program Leaders

Fgcu-coral\Root\Private\AAED\Program Leader Documents\College of Education Program Leaders and Tasks.docx

Adjunct Handbook

(Adjunct teaching guide located on Coral-Root. Exact location TBA)

Senate and University Committees

The College has representation on numerous Senate and University committees:

<http://www.fgc.edu/facultysenate/>

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Other Faculty Resources:

Faculty Handbook

http://www.fgcu.edu/Provost/files/FacultyHandbook-approved_08-04-04ltr8-20-08.pdf

FPED

http://www.fgcu.edu/Provost/files/FPED_approved_3-14-08.pdf

CBA

http://www.fgcu.edu/Provost/files/2011-2014_Collective_Bargaining_Book.pdf