

## FGCU Senate Team Work Plan/Reporting Format AY 2012-13

<b>TEAM NAME: SENATE EXECUTIVE CHAIR: HARRISON</b>				
<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members</b> <b>Roles/ Responsibilities</b>	<b>End-of Year Progress/Status /Accomplishment Report</b>
Support and advise Faculty Select Panel on Growth and Quality.	Selection of team and charge by Senate president and Executive Team; consultation through Senate President with POG committee members	Panel Report is due to the Senate by the end of AY 12-13	Harrison	The Select Panel completed its research, synthesis, and deliberation and distilled perspectives into a report submitted to and approved by the full Faculty Senate. The Report is <a href="#">here</a> . This report was subsequently shared with PBC faculty reps and circulated to the faculty at large.
Continue and bring to conclusion collaborative discussion of definition of shared governance at FGCU	Continue to engage partners in administration in collaborative discussion using ACFS document as basis for conversation	University wide statement should be created and shared with Campus before end of AY 12-12.	Harrison, with St. Hill	Four party workgroup of faculty, admin, students, and staff reached agreement on a consensus statement, which was presented to the BOT in January 2013 and subsequently shared with the entire campus community from President Bradshaw. Senate leadership continues to work to inculcate the document's principles into faculty governance at levels of the university
Re-administer survey of faculty perceptions of chairs' and deans' performance, expanding survey to include advisors' direct supervisors	Consult and collaborate with VPAA, chairs, deans to define a process for delivery and use of data	The evaluation instrument should be delivered and data collected before the end of AY 12-13	Harrison	Triparty workgroup agreed to maintain the same instrument as last year for chairs and deans and survey was successfully readministered. Academic advisors indicated a desire to cease movement toward a survey of their direct supervisors until after resolution of other leadership initiatives to enfranchise advisors in faculty senate.
Explore and establish ways to enfranchise academic advisors as eligible to serve on faculty senate.	Consult with academic advisors and full senate to explore options.	Spring 2013	Harrison, van Duijn et al	In consultation with representative group of academic advisors, drafted and received formal approval from Senate for advisors to be eligible to serve in Senate.

Document service and provide enhanced accountability of Senate service at all levels.	Send letters to all Senators and alternates documenting their service, and drawing from Senate Team work plans, send letters to all faculty serving on senate teams, committees and task forces	Spring 2013	Harrison, Gibbs	Service documentation letters produced and sent for all senators, senate leadership team members, and all team and committee members (150+ letters in all).
Increase accountability and understanding of Senate Effectiveness	Emphasize and facilitate unit-level senate caucuses to improve faculty representation and information flow; lead senate in strategic planning process for priorities identification	Ongoing, Spring 2013	Harrison, Executive	Unit-level caucuses met periodically throughout year with dedicated time during senate meetings; Senate president repeated visits to all colleges at the beginning of the year to outline senate process and priorities; senate president communicated regularly with all faculty to update them on priorities and progress toward goals; strategic planning processes yielded prioritized goals and directives adopted by senate.
Co-sponsorship of Promotion and Portfolio development workshop with Academic Affairs	Consult with office of VPAA to arrange time and place	Fall 2012	Harrison	Workshop held Dec. 4, 80+ signed up; robust discussion of concepts, concerns, and practicalities related to promotion with both administrative leadership and faculty panelists. Workshop included module on documenting teaching effectiveness.

**TEAM NAME: SENATE LEADERSHIP CHAIR: HARRISON**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members</b> <b>Roles/ Responsibilities</b>	<b>End-of Year Progress/Status /Accomplishment Report</b>
Generate and sponsor any necessary changes to Faculty Governance Document By-laws associated with PATF implementation	Parliamentarian will review bylaws as needed and recommend changes	Necessary changes will be sent to Senate for consideration before the end of AY 12-13	Van Duijn	Bylaws revisions solicited from teams and presented to senate for approval; <a href="#">approved April 12, 2013</a>
Facilitate election of faculty reps to Faculty Senate and Teams and appoints to non-Senate University committees	Work with Colleges, Units, and Appointments Team to elect 2013-14 Senators and Senate team members, and appoint as many faculty reps to University non-Senate committees as possible this year	As many elections and appointments as possible completed by end of AY 12-13	Van Duijn	Election guide, sample ballot, roster of team election schedule and election assistance provided to colleges by the elections workgroup; all colleges on track for ca. April 15 completed elections; Appointments Team similarly established schedule to solicit nominations for non-senate university service for faculty by April 15, including an effort to identify a comprehensive list of all university committees requiring faculty service

**TEAM NAME: FACULTY AFFAIRS****CHAIR: MYRA MENDIBLE**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members Roles/ Responsibilities</b>	<b>End-of Year Progress/Status /Accomplishment Report</b>
In collaboration with UFF, collect and synthesize policies regarding uncompensated teaching efforts – independent study, thesis credits, directed undergraduate research	Committee members survey universities/colleges and individual units to gather data about teaching efforts.	Fall12- collect/synthesize data and report to Faculty Senate	Survey Faculty in College/unit regarding teaching efforts. Collect college/summaries.	Senate unanimously approved resolution (1/25/2013) “Establishing Uniform Assignment, Recognition, and Compensation for Faculty Members that Engage in Instructional Activities that are Presently Uncompensated”
PIP/PDP process improvement? (consult with UFF)	Members- collect college documents with PIP/PDP process	Fall 2012	Review/Revise FPED	Revisions to FPED submitted; Faculty Senate President consulting with AA for approval pending.
Student Complaints Against Faculty	Faculty to review College/unit policies. Recommend policy for Chairs to follow when there are complaints against faculty	FAT to submit suggestions Spring 2013	Review policies	Faculty Resource Guide is now available for review online. FAT will submit suggestions by end of April 2013
In collaboration with Provost office and HR, revise Faculty Handbook/Adjunct Faculty Handbook	Members will review suggested revisions	FAT to submit suggestions Spring 2013	Review Faculty Resource Guide	Faculty Resource Guide is now available for review online. FAT will submit suggestions
Recommendations for Student Retention	Members to review available retention data from ERMC; survey other	FAT to submit recommendations to Senate Spring 2013		FAT report/recommendations sent to Senate 2/2013

	universities re: retention data, policies, programs			
Proposed Undergraduate Research Mentor Award	FAT to review proposal and provide recommendations to	FAT will provide recommendation Spring 2013	FAT met with Dr. Gunnels on 2/8/2013 to clarify aims and concerns	FAT provided written recommendation to Senate on 2/25/2013
Transitioning SAls to Online Format – 2013-2014	FAT to solicit feedback from faculty on concerns, ideas, suggestions	Provide feedback to Senate by end of Spring 2013	Survey Faculty in College/unit regarding transition to online SAls.	Survey developed and sent to faculty in colleges/units with response requested by 3/18/13. FAT to provide feedback to Senate in April 2013.

**TEAM NAME: GEN ED COUNCIL CHAIR: Eric Otto**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members Roles/ Responsibilities</b>	<b>End-of Year Progress/Status /Accomplishment Report</b>
Review new course proposals and changes to existing courses.	Meet every two weeks to consider and vote on course add, change, and delete proposals that have been approved at the College level.	Courses will be considered as they are forwarded to GEC Chair after College-level approval.	All GEC members are involved in course review process.	Nine course ADD, CHANGE, and DELETE proposals reviewed in 12-13.
Provide guidance and leadership in consultation with Gen Ed Director and AA on state mandated changes to Gen Ed curriculum	GEC will offer Gen Ed Director time in each meeting to share information about curriculum and change process. GEC will assist Director in developing a strategy for addressing Gen Ed changes at FGCU.	Ongoing	All GEC members will offer feedback during GEC meeting. Individual members will work with their constituencies when necessary.	With feedback from all GEC members on institutional feedback document for State-level GE changes, Kris De Welde and Eric Otto composed the FGCU Institutional Feedback Document and submitted it to the Provost.
Provide Undergraduate Studies with feedback on One Book, One Campus initiative.	GEC will discuss document in early September and forward feedback to Dean of Undergraduate Studies soon after.	Feedback submitted by end of September.	All GEC members will offer feedback during GEC meeting.	Feedback submitted 9/12/12. Rachel Cooke will represent the GEC on the One Book, One Campus Committee.

Create reference document for Gen Ed course ADD, CHANGE, and DELETE process.	GEC will discuss drafts of document in early Fall.	Final version of document will be ready for Council member reference by late Spring.	All GEC members will share their College process and experience with course proposal submission.	Eric Otto completed draft in Spring 2013 and is awaiting administrative feedback regarding process timelines.
GEC course approval document will be reviewed for accuracy and clarity.	GEC will review document in early September.	Revised version of approval document will be ready for reference by late September.	All GEC members will offer feedback during GEC meeting.	Document reviewed and edited. Approved 9/11/12.
GE Mission review and Statement of Purpose Draft.	GEC and Director of GE will engage faculty in review and possibly revision of GE Mission, as well as drafting a Statement of Purpose for GE at FGCU.	Review and draft will happen in mid-Spring, with Halcyon St. Hill, Marisa Ouverson, Anne-Marie Bouche, Kris De Welde, and Eric Otto forming a subgroup to design a process for the review.	All GEC members will help facilitate the process.	Unfinished as of 3/13/13.
Produced list of all GE courses approved at FGCU since most recent GE policy and approval process was implemented.	GE Chair will compile all GE courses that meet the criteria.	Ongoing, through Spring.	GE Chair will create list.	Unfinished as of 3/13/13.

**TEAM NAME: GRADUATE AFFAIRS TEAM      CHAIR: JAFFAR ALI SHAHUL-HAMEED**

<b>Goal/Agenda/Task To what end?</b>	<b>Action Steps How will we make it happen?</b>	<b>Time What is timeline for implementation? What will be done by year-end?</b>	<b>Committee Members Roles/Responsibilities</b>	<b>End-of-Year Progress/Status/Accomplishment Report</b>
<b>Graduate Affairs Team's bylaw Reviews</b>	Team members will look over bylaws and make recommendations for change, if any	Fall 2012; recommendations were made to faculty senate	All	Revision was sent to Faculty Senate for approval
<b>Graduate Policy Reviews</b>	Team reviews the Graduate General Academic Policy (GGAP) on a need basis	Ongoing process	All	Approved changes will be sent to Faculty senate for their approval if it is not non-significant.
<b>TOEFL Requirement Policy</b>	Current TOEFL policy is being reviewed by GAT	Fall 2012	All	Graduate Studies Admission criteria will reflect as per the regulation FGCU-PR-3.005.
<b>Transfer of Certification Program Courses taken at FGCU</b>	Policy regarding applying certification courses to the graduate program was updated to GGAP	Fall 2012	All	Senate Approved on Feb. 22, 2013.
<b>Financial hardship and Admission deposit waiver Policy</b>	Policy updated in consultation with General Counsel		All	ORGS will implement the updated policy.
<b>Addition of Transitional Professional Doctoral Degree Policies to GGAP</b>	Team in consultation with all the stake holders reviewed the policy and approved with recommendations	Spring 2013	All	Recommendations were sent to the Faculty senate for approval.
<b>Clarification on GPA Calculation</b>	GPA calculation resets when a student moves from one	Spring 2013	All	GGAP will be updated.



	program major to another			
<b>Electronic Thesis/Dissertation Submission</b>	Conduct workshops to get faculty feedback	Spring/Summer 2013	All	Ongoing.
<b>Student misconduct and admission</b>	GAT is currently discussing regarding the evidence necessary to deny admission based on past misconduct on or off campus	Spring 2013	All	Recommendations will be communicated to the program through ORGS.
<b>Graduate Admission Policy Change from COB</b>	Team members reviewed the policy changes and approved with recommendations	Spring 2013	All	Action was communicated with COB.
<b>Graduate Admission Policy Change from CHPSW</b>	Team members reviewed the policy changes and approved with recommendations	Spring 2013	All	Action was communicated with CHPSW.
<b>Graduate Admission Policy Change from COE</b>	Team members reviewed the policy changes and approved with recommendations	Spring 2013	All	Action was communicated with COB.
<b>Appeal Process</b>	Currently under consideration	Spring/Fall 2013	All	Ongoing.
<b>Graduate Handbook</b>		Spring/Fall 2013		Ongoing.

**TEAM NAME: UNIVERSITY APPOINTMENTS TEAM    CHAIR: THOMAS BEVINS**

	Committee	Request received	Information request sent	Information received	Request sent to AT	Deadline for response	Responses by deadline	Nominee(s)	Nominee(s) sent to SLT
1	ADA Committee	9/6/12	9/6/12	9/11/12	9/17/12	9/21/12	CHPSW 9/17/12	Mollie Venglar	9/27/12 (21 days)
2	Intercollegiate Athletics Committee	9/6/12	9/6/12	9/17/12	9/17/12	9/21/12	1 from CHPSW 9/17/12	Kelley Henderson	First two names forwarded 9/27/12 (21 days) <hr/> Request came back asking for at least two more nominees. (42 days)
							1 from Linda Serro (COE) 9/24/12	Penny Finley	
							CAS 10/12/12	Joan Manley	
							10/16/12	Timothy Sutton	
3	Parking Advisory Committee	9/6/12	9/6/12	9/6/12	9/17/12	9/21/12	1 from Linda Serro (COE) 9/24/12	Margaret Bogan	9/27/12 (21 days)
4	QEP Committee	9/11/12	9/17/12	9/17/12	9/17/12	9/21/12	1 CHPSW 9/18/12	Anne Young (Advisor)	10/15/12 nomination accepted by Jim Wohlpart (34 days)
5	Online Quality Scorecard Faculty Review group	9/26/12	N/A	9/26/12	9/26/12	10/10/12	1 CHPSW 9/27/12	Hallie St. Hill	10/18/12 (22 days) Resent updated list 10/26/12 (30 days)
							1 COE 10/9/12	Carolynne Gischel	
							CAS 10/12/12	Mary Ann Zager	
							CAS 10/12/12	Sheila Bolduc-Simpson	
							CAS 10/12/12	Megan McShane	

							LCOB 10/23/12	Hulya Julie Yazici	
							LCOB 10/23/12	Mary Krome	
6	Campus Food Recommendations Committee	9/28/12	9/28/12	10/3/12	10/3/12	10/10/12	1 COE 10/4/12	Douglas Carothers	10/18/12 (20 days)
7	One Book, One Campus Committee	12/12/12	12/12/12	12/13/12	12/13/12	Soft deadline 12/14/12	Reported Jan 20: CHPSW  other  CAS  other - Library  other  COEd  CAS  COB	Kelley Henderson <i>Linda Rowland Martha Rosenthal Maria Roca Joseph Ross</i> Rachel Cooke <i>Sheila Bolduc- Simpson</i> Jackie Greene Brandon Hollingshead Monika Renard No one from COEng.	1/20/13

**TEAM NAME: GRADUATE CURRICULUM CHAIR: CAROLYNNE GISCHEL**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members Roles/ Responsibilities</b>	<b>End-of Year Progress/Status /Accomplishment Report</b>
Review program revisions and course add/changes submitted by faculty to Academic Affairs; Program Revisions due by 10/31/12	Regular GCT committee meetings	Approximately every 2 weeks (as needed)	Review curriculum materials (posted to Angel) prior to meeting	The GCT met four times (11-06-12, 12-04-12, 01-15-13, 02-12-13). During these meetings, the GCT reviewed, made recommendations on, and/or approved: <ul style="list-style-type: none"> <li>• 16 graduate program revisions</li> <li>• 1 new certificate programs <ul style="list-style-type: none"> <li>• 10 course additions</li> </ul> </li> <li>• 34 course revisions/deletions</li> </ul>
Review of GCT bylaws	Review at regular GCT committee meeting	Discussed 11-6-12	Chair will report to Faculty Senate	Committee recommended bylaws language be changed to reflect "one representative from the Office of Graduate Studies." Recommendations submitted to Arie van Duijn.

**TEAM NAME: GRANTS AND RESEARCH CHAIR: DANIELLE ROSENTHAL**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members Roles/ Responsibilities</b>	<b>End-of Year Progress/Status /Accomplishment Report</b>
Provide guidance and support to FGCU Centers and Institutes	Review annual reports for Centers and Institutes and making recommendations regarding their performance and sustainability;	As determined by schedule of review during academic year	All	<b>Completed</b>
Support Faculty and advance research at FGCU	Review Internal Grant proposals and make recommendations for funding;	Schedule determined by OSRP funding cycles	All	<b>Review begins end of March 2013</b>
Provided peer review for Graduate Research Assistantships	Reviewing Graduate Research Assistantship proposals and making recommendations for funding;	Schedule determined by OSRP funding cycles	All	
Provide support to University wide research related activities	Reviewing guidelines and identifying faculty judges for FGCU's Research Day;	Spring 2013	All	<b>Dates for Oral presentations &amp; Poster presentations set. Plotter availability sent to all faculty &amp; staff. Judges currently being recruited.</b>

Provide faculty input and guidance to new Office of Associate VP for Research and Dean of Graduate Studies	Advise new AVP for Research and Dean of Grad Studies as needed	As needed	All	<b>On going</b>
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**TEAM NAME: INSTITUTIONAL AFFAIRS CHAIR: NORA DEMERS**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members Roles/ Responsibilities</b>	<b>End-of Year Progress/Status /Accomplishment Report</b>
Academic calendar development	<b>Discuss with registrar office and approve as completed.</b>	AY 12-13	<b>Entire team discusses and approves</b> Adrian, Sue and Susan subcommittee	
Provide first-cut revisions to Faculty Handbook, in consultation with FAT	<b>Revise current document, seek feedback from FAT, submit to SLT</b>	Fall 2-13	<b>Entire team</b> Snyder provided draft to Team Feb 9	
Confer with Space Utilization Committee on space analysis plan as needed	<b>Take up issues as they arise and try to resolve.</b>	As needed	<b>Demers, team</b>	
Collaborate with SACS and SGA on next steps in campus smoking policy discussion and review	<b>IAT facilitator sitting on Student-led smoking team. consider.</b>	AY 12-13	<b>Nora Demers /facilitator</b>	Helped the Student Government again raise the issue in early Fall term. They failed to act. Nora Demers gave a report to the faculty Senate in November and suggested that the Admin make a decision about whether to allow smoking on campus or not and/or to change locations of smoking areas. The Senate charged the Exec team of the Senate to work with Student Government and SAC leadership to develop a recommendations for ADMIN,

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Provide strategic leadership and guidance to faculty office space planning	<b>Consult and collaborate with SFC faculty rep to provide faculty feedback to Senate leadership</b>	Sept. 1	Team	
Continue exploration of options for additional seating for classroom hallways of Academic buildings (Reed, WH, BHG and Merwin)	<b>Work with Safety and Facilities Committee (SFC)</b>	AY 12-13 Dec 2012: Now working with new SG rep about getting Student Gov funding for this purpose.	Demers/ Facilitator Student Government Rep Tommy Edwards	
Policy on Textbook Affordability and language for complying with rule	<b>Consult and collaborate with IAT faculty and AA reps to provide faculty feedback to Senate leadership</b>		Dorothy Rea and Paul Snyder reviewed the proposed language and reported support for	Oct 9 <sup>th</sup> , 2012 IAT recommended adoption/approval/use of the language for the online textbook verification form as presented. The language was adopted by the Senate.



			those changes to the entire IAT	
Explore whether the last day to add for Summer A&B should be shortened	<b>Various members of team and others in Student affairs, admissions, etc.</b>	Conversations ongoing since Oct 2012	Lorie Hickox- did a survey sent to all FGCU asking for feedback (February)	
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Explore whether there should be a first day of class attendance policy for (waitlisted) and other courses.	<b>Various members of team and others in Student affairs, admissions, etc.</b>	Conversations ongoing since Oct 2012	Adrian Valencia prepared checkbox survey and reported results	
Deliberate on whether a SAC rep should be on the IAT	<b>Whole team</b>	Recommendation provided by end of year.	<b>Demers</b>	Spoke with SAC and IAT reps who agreed that an SAC rep would benefit the workings of the Team. Forwarded this suggestion to the Senate Leadership Team and provided draft language for the Parliamentarian to process with by-laws changes in Spring, 2013.
Provide feedback on Emergency safety guidelines and safety on campus to the	<b>We compiled a survey and sent to our constituents. Report</b>	February 13 completion date as per SFC request	Adrian Valencia prepared the survey. Faculty sent it to	

Faculty reps of the SFC as per request Feb, 2013	<b>on survey results will be provided</b>		their constituents . Adrian provided report of survey responses.	
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**TEAM NAME: LIBRARY      CHAIR: SHEILA BOLDUC-SIMPSON**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members Roles/ Responsibilities</b>	<b>End-of Year Progress/Status /Accomplishment Report</b>																
<b>Provide Faculty input and perspectives on LIBQUAL survey distribution</b>	Team members to share salient items of report with faculty	End of fall semester 2012	All members participate in sharing the report with faculty members in respective colleges	<b>Faculty in all Colleges were sent the link to the LIBQUAL survey results ON February 25, 2012.</b> The link is : <a href="http://lgdata.s3-website-us-east-1.amazonaws.com/docs/209/684751/LibQUAL_Summary_Report_2012.pdf">http://lgdata.s3-website-us-east-1.amazonaws.com/docs/209/684751/LibQUAL_Summary_Report_2012.pdf</a>																
<b>Monitor and work with Library to incorporate faculty perspectives on impacts of cutbacks in Library hours of operations</b>	Team members to share with faculty members updates on library hours	November 2012	All members participate in sharing the information with faculty members in respective colleges	News of Student Government funding to restore the Library hours was sent out to all Colleges on November 17, 2012. The 24/7 hours began on Thursday, November 29, 2012. <table border="1" data-bbox="1350 724 1927 1065"> <thead> <tr> <th colspan="2"><b>EXTENDED HOURS Beginning 11/13/12</b></th> </tr> </thead> <tbody> <tr> <td>Sunday</td> <td>11:00 a.m. - 1:00 a.m.</td> </tr> <tr> <td>Monday</td> <td>7:00 a.m. - 1:00 a.m.</td> </tr> <tr> <td>Tuesday</td> <td>7:00 a.m. - 1:00 a.m.</td> </tr> <tr> <td>Wednesday</td> <td>7:00 a.m. - 1:00 a.m.</td> </tr> <tr> <td>Thursday</td> <td>7:00 a.m. - 1:00 a.m.</td> </tr> <tr> <td>Friday</td> <td>7:00 a.m. - 7:00 p.m.</td> </tr> <tr> <td>Saturday</td> <td>8:00 a.m. - 6:00 p.m.</td> </tr> </tbody> </table> <p> <b>24/7 Reading Week:</b> Nov. 29–Dec. 5  <b>24/7 Final Exams:</b> Dec 6 –12 (ends at 10:30 p.m.)  <b>Intersession:</b> Dec. 13 – 23 (7:30 a.m. – 5:00 p.m. Monday – Friday; closed weekends)                     </p>	<b>EXTENDED HOURS Beginning 11/13/12</b>		Sunday	11:00 a.m. - 1:00 a.m.	Monday	7:00 a.m. - 1:00 a.m.	Tuesday	7:00 a.m. - 1:00 a.m.	Wednesday	7:00 a.m. - 1:00 a.m.	Thursday	7:00 a.m. - 1:00 a.m.	Friday	7:00 a.m. - 7:00 p.m.	Saturday	8:00 a.m. - 6:00 p.m.
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<p><b>Continue to act as liaison between Library and faculty for faculty resource requests</b></p>	<p>Team members to report faculty questions/concerns to library team and to Dean Miller as they arise</p>	<p>Ongoing function of the team. No specific timeline</p>	<p>All members to participate as questions/needs arise from faculty within respective colleges</p>	<p>Library Committee members continue to act as liaison between the Library and faculty for faculty resource requests. Most recent request from College of Arts &amp; Sciences Librarian for Department of Language &amp; Literature, Visual &amp; Performing Arts, Bower School of Music, and History was regarding \$1500 left for purchase of new items. The deadline is by April 15<sup>th</sup>.</p>
<p><b>Electronic theses and dissertations (ETD) project</b></p>	<p>Melissa VandeBurgt is in charge of this project and will update Library Committee members</p>	<p>Beginning of Fall 2013</p>	<p>Melissa VandeBurgt is working with Graduate Affairs Team</p>	<p>A series of meetings between the Chair of the Graduate Affairs Team and the Chair of the Library Committee, Library Committee members and the Graduate Studies Director and team were held on the following dates:  February 11 (Jaffar Shalul-Hameed &amp; Sheila Bolduc-Simpson); February 21 (Library Committee meeting); March 5  Graduate faculty will be able to offer their input to the ETD Initiative with two more Proquest workshops scheduled in April.  Dear Graduate Faculty,</p> <p>Library Services and the Office of Research and Graduate Studies (ORGS) cordially invite all Graduate Faculty to attend the workshop on <b>ProQuest: Electronic Thesis &amp; Dissertation (ETD) Administrator</b>. ProQuest is a free-of-charge web based theses and dissertations submission and management system which Florida Gulf Coast University (FGCU) is adopting. We would like to introduce this new system to you, answer questions you may have, and collect feedback from you.</p> <p>Library Services and ORGS will provide two workshops on campus. Since the seats are limited RSVP (<a href="mailto:taguiar@fgcu.edu">taguiar@fgcu.edu</a>) is required. The workshop schedules are:</p> <p>1). 9:00am–11:00am; Friday, March 29, 2013; Lutgert Hall, Room1202 (<b>RSVP by 03/22/13</b>)</p>

				2). 9:00am–11:00am; Friday, April 19, 2013; Lutgert Hall, Room1202 ( <i>RSVP by 04/12/13</i> ) Email to graduate faculty went out on March 11 <sup>th</sup> .
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**TEAM NAME: PROGRAM REVIEW    CHAIR: JUDY R. WILKERSON**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members Roles/ Responsibilities</b>	<b>Reviews Completed</b>
Conduct Program Reviews: Process Step 1	Vet external reviewers recommended by program and make recommendations.	2012 cohort, as CVs become available.	Team members work collaboratively in all phases of the process and reach consensus among elected reps.	Biology Legal Studies Anthropology
Conduct Program Reviews: Process Step 5	Review and comment on program self-study, external consultant report, and departmental response (Steps 2-4).	2011 cohort, when PRT Steps 2-4 are completed and materials are available.	Same	Health Science M.S. Art Chemistry Theater English MA
Conduct Program Reviews: Process Step 8	Review and comment on program one-year follow-up report and previous documentation.	2010 cohort, when PRT Step 7 is completed and materials are available.	same	Biotechnology History Mathematics Criminal Forensic Studies Psychology Environmental Science MS
Continue pilot testing of Assessment Template developed in AY10-11; revise as necessary.	AA rep informs PRT regarding input from Colleges; elected reps in Colleges currently in process will seek input. Deliberations, with an intent to improve, will follow.	Contingent on implementation in Colleges. This is likely to be an on-going goal that will barely get started this year.	same	Template is working well and has helped streamline the process when it is used systematically in the process.
Develop report to Senate on institutional patterns.	Review previous reports for emergent trends	End of spring – in process	All	n/a

**TEAM NAME: STUDENT AFFAIRS TEAM****CHAIR: BARBARA HESS**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members Roles/ Responsibilities</b>	<b>End-of Year Progress/Status /Accomplishment Report</b>
Continue to work on revising and implementing changes to Student of the Year Awards	<ul style="list-style-type: none"> <li>• Revise and review draft</li> <li>• Get assurance from colleges that they will establish their own criteria for individual SOTY awards in respective colleges.</li> <li>• Present to Faculty Senate Leadership then Faculty Senate.</li> </ul>	A recommendation will be brought forward to faculty senate by end of year so new criteria can be implemented in AY 2013-2014	<b>All</b>	Each member discussed revisions with their college leadership teams. Senate Leadership asked that there be assurance that awards will be funded. Will discuss with Provost. Goal is to bring forward to Senate by end of spring 2013.
Review academic amnesty Policy	<ul style="list-style-type: none"> <li>• Meet with Marc Laviolette to get history of policy.</li> <li>• Revise policy accordingly</li> <li>• Meet with Registrar to get feedback and any other recommended entities.</li> <li>• Revise the policy</li> <li>• Present to faculty senate</li> </ul>	A revised policy will be brought forward to faculty senate.	<b>All</b>	Made 2 revisions; presented it to admissions, Registrar, and Academic Standing Committee. Upon positive feedback, this will go to faculty senate for a vote to implement.

Choose a graduate student and an undergraduate student of the year	<ul style="list-style-type: none"> <li>• Revise current expectations/dates.</li> <li>• All committee members will review nominees' portfolios</li> </ul>	Nominate an undergraduate and a graduate SOTY by Celebration of Excellence awards ceremony	<b>All</b>	Will finalize decision of SOTY. Awards presented at Celebration of Excellence.
Review/Revise Senate bylaws	<ul style="list-style-type: none"> <li>• Team will review and make suggestions</li> </ul>	February	<b>All</b>	Suggestion was to delete he "ex officio" committee member from Provost office as there has not been a member from the provost's office in attendance for at least 5 years.



**TEAM NAME: TECHNOLOGY    CHAIR: CHARLES FORNACIARI**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is timeline for implementation? What will be done by year-end?	<b>Committee Members</b> <b>Roles/Responsibilities</b>	<b>End-of-Year</b> <b>Progress/Status/Accomplishment Report</b>
Review technology team bylaws	<ul style="list-style-type: none"> <li>Team members will informally look over bylaws and make recommendations for change, if any</li> </ul>	December 2012; recommendations will be made to faculty senate leadership team	<ul style="list-style-type: none"> <li>All</li> </ul>	Bylaws informally reviewed by team members (not a formal agenda item on any meetings since no changes were proposed). No changes recommended by team.
Conduct annual technology needs survey in conjunction with Academic Event & Technology Services and with the Staff Advisory Council	<ul style="list-style-type: none"> <li>Team combines its process with Academic Event &amp; Technology Services annual survey to provide a single unified survey</li> <li>Team will also work with Staff Advisory Council in designing and administering the survey</li> <li>Team develops a Web-based survey for use in current and future years</li> <li>Team members will poll their colleges/units</li> <li>Team will collate information and review for issues, trends</li> <li>Team will report to faculty senate</li> <li>Other entities (e.g., AETS and SAC will report to various units)</li> </ul>	Spring 2013; a report will be made to the faculty senate and AETS will report to the dean's council	<ul style="list-style-type: none"> <li>All</li> <li>Danielle Rosenthal and Charles Wang will represent the technology team in the subgroup that will create the survey questions and collate the results</li> <li>Patricia O'Connor-Benson will be coordinating from AETS</li> <li>Carl Steinberg will be coordinating from SAC</li> <li>Charles Weaver will be coordinating from Network Services will help coordinate the process</li> </ul>	Report to be made to faculty senate and dean's council by April 2013

	with tech team coordination			
Ongoing informal discussion and reporting with campus technology directors regarding campus issues/needs	<ul style="list-style-type: none"> <li>On an as needed basis.</li> <li>Directors of all campus technology units are given time at each meeting to present any information/make requests to technology team</li> </ul>	Ongoing process	<ul style="list-style-type: none"> <li>All</li> <li>Campus technology directors participate as needed</li> </ul>	Ongoing, no formal ending. Primarily a communications vehicle between FGCU technology staff and faculty to proactively explore faculty-related technology issues at FGCU. The team also helps FGCU faculty members, on an as needed basis, make connections to various technology managers to resolve user-specific computing issues/concerns.
Consult campus entities on the ANGEL to Canvas LMS transition	<ul style="list-style-type: none"> <li>Provide faculty-based guidance and feedback on the transition process from ANGEL to Canvas LMS</li> <li>Assist campus entities involved in LMS transition as needed (e.g., “help get the word out” about the LMS replacement process and help identify faculty who will serve as testers of the product before full campus rollout</li> </ul>	Ongoing process	<ul style="list-style-type: none"> <li>All</li> </ul>	Ongoing. Technology team routinely discusses the progress of the transition and provides advice and feedback when needed to various parties involved with the transition (e.g., Web, e-Learning, and Publication Services).

**TEAM NAME: SENATE PLANNING AND BUDGET ADVISORY COMMITTEE      CHAIR: SHAWN FELTON**

<b>Goal/Agenda/Task</b> To what end?	<b>Action Steps</b> How will we make it happen?	<b>Time</b> What is the timeline for implementation? What will be done by year-end?	<b>Committee Members Roles/ Responsibilities</b>	<b>End-of Year Progress/Status /Accomplishment Report</b>
Provide strategic leadership in communication PBC related issues to Faculty through SLT and vice versa	Integrate issues from SLT into faculty representation in PBC system; provide briefings and updates to relevant senate teams and full senate as needed; request liaison activities between teams and/or senate and PBC action/issues	Ongoing	All Committee Members	<ol style="list-style-type: none"> <li>1. SPBAC Chair forwarded all Senate Leadership Minuets to the Committee make-up.</li> <li>2. SPBAC Committee Members sought feedback on the Budget priority List that was constructed by the PBC Budget committee. Had extensive review by all members.</li> <li>3. Connected the SFC committee with the IAT on Issues of safety handouts and other safety issues on campus. This was a great example of connecting team and providing the representatives to the SFC data driven evidence, from all faculty IAT survey, to best represent faculty concerns.</li> <li>4. Provided all members a support mechanism to best represent faculty interest on PBC and PBC sub committees.</li> <li>5. Strategized and provided leadership on dealing with administration decision and how to properly process through the SPBAC and supporting teams, i.e. lee Tran and impact fees.</li> <li>6. Examined the report from the Faculty Select Panel on University Growth and Academic Quality, serve as basis for faculty on PBC committees to inform decision about growth and academic quality.</li> </ol>

				Examine the relationship between the Senate Teams and PBC committees	Identify opportunities that exist when Senate Teams can provide leadership items to the PBC committees and vice versa
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**TEAM NAME: UNDERGRADUATE CURRICULUM TEAM    CHAIR: JASON CRADDOCK**

Key progress highlights of 2012-2013 Academic Year:

- Program and Course revisions due by 10/31/12. Have reviewed and made decisions on all curriculum submissions to the UUCT
- Added curriculum mapping procedures to the curricular review process
- Student Grievance Policy discussion: UUCT reviewed its role in this process and felt that it should remain in the individual college' prevue.
- Reviewed Graduation Requirements for AA degree: UUCT reviewed and approved new language to the AA requirements to better reflect current practice.
- Faculty Senate Liaisons to Senate Teams: determined who would serve as Faculty senate advisors.
- Discussed and approved to have Academic Advisors serve on the UUCT.