

Shared Governance Task Force Meeting

Date: March 19, 2012

Room: AB 309

Recorder: Halcyon St. Hill

Attendees: (X denotes Present)

Name		Name		Name	
Justin Carter	X	Kathleen Crawford	X	Halcyon St. Hill	X
William Blood		Douglas Harrison	X	Ron Toll	X
Neela Chevli	X	Kathleen Miller	X	Jasmine Villaneuva	
Andrew Cinoman		Howard Smith	X		

1. The meeting was convened at 8:30AM.
2. Documents Shared prior to this meeting via e-mail were:
 - a. February 23, 2012 Minutes draft.
 - b. Handout: ACFS Schematic representation (graphic). *Note: This graphic was used during ACFS deliberations on shared governance and is not a part of the Approved ACFS Shared Governance document.*
3. The agenda for the day was identified from the action items on the February 23, 2012 meeting minutes draft as follows:
 - a. Minutes
 - b. Domain Priorities
 - c. Scope of Practice
4. February 23, 2012 meeting minutes were approved.
5. Draft Domains of responsibilities were shared for discussion by each of the four constituents – Administration, Staff, Faculty, and Student Government. Refer to Appendices 1 to 4 below for the domain, priorities and or responsibilities shared. These documents were reviewed and discussed. It was noted in the discussion that the faculty document included responsibilities, activities and behaviors categorized under the domains of Curriculum, Academic Oversight, Scholarship and Research and Faculty Senate/Consultation as well as Collegiality. The staff approached the development of domains from administrative charts and roles. Staff focused on operational aspects except at their upper levels where there is an intersection with policy making. It was agreed that staff supports all divisions and have an integrative role in shared governance. Their domains are central to faculty, administration and students.

A few changes were made in the administration and faculty documents based on discussion. The changes appear in italics in the Appendices 1 and 3 and are as follows.

Appendix 1: Administrative Domains and Priorities – *Statements were added as follows:*

- o *Bullet 7 statement now reads: Contract for goods and services as well as purchasing and purchasing operations.*
- o *Two other bullets were added:*

- *Providing and maintaining physical plant infrastructure*
- *Providing technology infrastructure*

Appendix 3. Faculty – *the following additions were made:*

- Under Item 2 Curriculum: *f. Provide direction and technical requirements related to teaching.*

6. To address shared governance the following question was posed: What do we do, how do we do it and in what ways do we do it -shared governance? It was decided that one area should be identified and used as a model to discuss issues. Mapping out the area of curriculum in terms of shared governance was used as the said model for discussion of shared governance. As such, In an effort to identify areas of shared governance the following items were discussed and summarized in table format (Table 1).

Table 1. Areas or domains of responsibility and shared governance.

Domain	Faculty	Administration	Staff	Students	BOT
Proposal for new degrees	Yes	Yes		Input/demand/needs	
Accreditation	Yes	Yes	Yes – support	Input on site visit/support	
Course Development	Yes	Administrative support/Resources	Staff support		
Approvals: <ul style="list-style-type: none"> • - degree programs • Courses • Budget/resources 	Yes/Curriculum	Yes/Resources	Yes - support		Yes
Use of arrows is important on a schematic/diagram as responsibility shifts occur.					

- Noted: Curriculum committee approves courses and programs. There is a component that addresses resources and there is administrative representation so budget/resources should also be noted in curriculum committee approval process. Ultimate approval of programs occurs at the Board of Trustees (BOT) level.

7. Action Items/Goals for the Next Meeting:

Action #1: Two more meetings will occur this semester. Provost Toll agreed to continue providing administrative support - Tiffany Jackson will convene the next 2 meetings. Day of the week and time will remain the same.

Action #2: Each constituent will review all Appendices 1-4 prepare to discuss the domains in terms of what today’s discussion - the domain of primary responsibility in each group, where does each domain show overlap among or between groups and where does shared governance occur or ought to occur.

Each constituent (faculty, staff, administration and student body representatives) will come prepared to discuss priorities as was done today. This may mean that constituents may review and revise their appendix below to reflect areas of priorities or domains in a more uniform format.

Adjournment: Meeting adjourned approximately 9:30AM.

Appendix 1: Administration

Administrative Domains and Priorities

DRAFT

- Land purchases/ acquisitions
- Compliance Issues
- Health and safety
- Fiscal responsibility/ balanced budget
- Implementation of regulations, policies, and rules
- Achieve compliance as related to BOG rules for state universities.
- Contract for goods and services *as well as purchasing and purchasing operations.*
- Recommend for adoption by the FGCU Board of Trustees an annual operating budget which includes tuition and fee rates.
- Approve annual operating budget of the FGCU Student Government, and exercise line item veto authority as needed.
- Administer student judicial program to address compliance with the FGCU Student Code of Conduct, as well as local, state and federal laws.
- Sue on behalf of the University, and defend the University against lawsuits.
- Execute property lease, purchase and sale agreements through the University and/or its direct support organizations.
- Adopt a Campus Master Plan as proscribed by law.
- Comply with all local, state and federal rules and laws related to environmental conservation and preservation.
- Administer construction program for the campus and off-site locations held by the University.
- Execute licensing agreements.
- Act as the employer of all University employees with the exception of the University president, who is an employee of the FGCU Board of Trustees.
- Ensure fair and equitable treatment of employees and employee-applicants through non-discrimination and non-harassment regulations of the University, as well as state, local and federal laws as applicable.
- Serve as bargaining agent for all collective bargaining processes related to University employees.
- Administer, and ensure compliance by, an intercollegiate athletics program.
- Award undergraduate and graduate degrees to students who meet published graduation

requirements.

- Administer records retention program that complies with state rules regarding documents of the University.
 - Comply with public records and open meetings laws of the state.
 - Comply with Family Educational Rights and Privacy Act (FERPA) as relates to students of the University.
 - Administer a sworn, certified law enforcement agency that complies with all operating and reporting requirements, including Clery Act reporting.
 - Ensure the protection and safe-keeping of University property, facilities, buildings, equipment, etc.
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Appendix 2: Staff

Shared Governance – Process for Identifying Staff Domains

We reviewed all organizational entities while concentrating on those that pertain to staff using the following sources:

1. University organizational tree
2. Listing of departments/centers/areas listed in the printed telephone directory
3. List of PBC committees
4. List of university committees, advisory boards, and other entities as represented on the university website

We then analyzed this information to determine if there were some logical categories (domains) under which these entities could be subsumed.

We came up with the following domains.

1. Financial Infrastructure
 - Budget Committee
2. Facilities and Functional Infrastructure
 - Safety and Facilities Committee
 - Environmental Sustainability Committee
3. Strategic Planning
 - Enrollment/Retention Management Committee
 - Strategic Planning and Institutional Effectiveness Committee
4. Technology Infrastructure
 - Information Resources Committee
5. Personnel Resources

6. Student Resources

OBSERVATIONS: We do have a large number of organizational entities. Some of them are dormant for periods of time (QEP), some are used only when needed (Bookstore Advisory Committee), and some may be duplicative of one and other (Faculty Senate Technology Team, PBC's Information Resources Committee).

By taking a global look at decision-making entities as they currently exist, this suggests that there are opportunities for shared governance to play a part in the effective mobilization and use our human and financial capital at FGCU.

Appendix 3: Faculty

Responsibilities for everyone:

1. Observe university and unit policies, procedures and regulations and to fulfill all contractual and legal obligations.
2. Demonstrate respect and due consideration of the role and contributions that each member of the university community, i.e. faculty, student, staff or administrator, makes toward the university's mission.

Faculty Responsibilities:

1. Curriculum

- Develop and improve curriculum – courses, programs/content areas for programs
- Keep curriculum and program content up to date
- Seek the truth in their role as teachers and scholars as seen by them and through their areas of expertise
- Develop and maintain academic standards.
- Instruction: Stay current and competent in their fields, prepare, update and revise syllabi, participate in professional development activities and disseminate knowledge in both formal and informal instruction.
- *Provide direction and technical requirements related to teaching.*

2. **Academic Oversight** (*Change heading from practice to Academic Oversight*)

- Uphold academic integrity and freedom of inquiry and freedom of instruction.
- Avoid conflict of interest – decline in any instance in which there is actual or potential conflict of interest (nepotism, when freedom of inquiry or expression can be hampered due to personal or professional relationships).
- Work as a colleague by (a) working with others to achieve program, unit and university goals.
- Promote and protect academic standards in classes, courses, program and curriculum.

- Promote a civil learning environment by not being or tolerating demeaning or uncivil behavior in the class or in the learning environment.
- Create a learning environment that provides mutual respect between students and faculty inside and outside the classroom through respect and consideration for articulated opinions.
- Be available to students through established office hours and/or times mutually suitable to the faculty member and students.
- Provide accurate evaluation and grades to each student/learner that is reflective of the established grading policy and correctness of the true merit of the academic performance being evaluated.
- Serve as a role model, mentor, advisor and intellectual resource to students.
- Protect confidentiality of students and others as required by law and practice.
- When speaking in a public arena acknowledge your role and distinguish between being a university representative and private citizen.
- *Establish promotion standards and peer review.*

3. Scholarship/Research

- Contribute to the body of knowledge in the area of expertise/discipline of practice.
- Acknowledge contributions of other students or faculty to your academic work.
- Recognize and respect that (a) there is varied nature and scope of research activities between faculty due to academic discipline/professions and that academic freedom is integral to such pursuits, and (b) the of scholarship of discovery, integration or application of findings and dissemination of knowledge are valuable to the university and its mission to pursue and disseminate truths in knowledge.

4. Collegiality

- Work in a cooperative manner with each other (faculty) staff, administrators (and when appropriate the student body) to achieve the goals established by the department, the college/school and the university.
- Seek and provide objective peer evaluation.
- Guard against improper disclosure of confidential information for faculty, staff and administrators.
- Renounce practice or tolerance of uncivil or demeaning behavior toward another colleague (faculty, staff or administrator) in the department, school, college or university community.
- Accept the share of responsibilities for the governance of the institution through service on department, college/school and university committees, boards, or task force.

Faculty Senate/Consultation

1. Maintain the right to review and critique policies and procedures as well as other regulations and seek revisions through recognized consultative processes

References

March 20, 2012 minutes - DRAFT

Need to check the CBA

AAUP 1940 Statement of Principles on Academic Freedom and Tenure

with 1970 Interpretative Notes

AAUP Statement on Professional Ethics, 1987

Appendix 4: Student Body Domains

1. Oversight on spending of all A & S funds
2. Filling seats on University committees
3. Student input on hiring
4. Student input on major Curriculum changes
5. Student participation in evaluation of instruction

~END~