

MINUTES

Faculty Meeting

Wednesday, April 11, 2012, 3:00 p.m.

129 AGLS

3:00 – 3:30 Faculty Meeting Elliot

Dr. Wingenbach asked to speak before we moved to the first faculty item.

He stated that faculty members making unprofessional comments demeans us all and it should come to a stop.

Debbie King has sent numerous emails announcing the itineraries of the three candidates. Dr. Wingenbach followed up with emails of his own. For the last candidate, no one showed up for the graduate seminar. The committee has been up front with everything for this search.

Senior faculty have confronted junior faculty members and talked of a bogus search. This is absolutely a form of harassment/bullying. Dr. Wingenbach has advised them to say, go talk to Dr. Wingenbach. This committee is serving at the will of the Department Head and the College. Not just one, but several junior faculty members have been approached. It needs to stop. We need to move on.

Scott Cummings commended Dr. Wingenbach and the Committee for their work and that they had his full support.

Dr. Elliot reminded faculty that Dr. Briers is their ombudsman and that they should be going directly to him for problems. He is open to hear all comments and concerns.

1. Alternative Teaching Credit Rutherford

Dr. Rutherford distributed a new form (**Attachment A**) which is a request for Equivalent Teaching Credit. It is in draft form having been vetted by the Associate Department Heads and Dr. Elliot multiple times. The form addresses how regular teaching responsibilities will be covered/by whom if approved. Dr. Rutherford said that there is not a paper trail to address some of these questions. Classes still have to be taught.

Dr. Rutherford said that feedback is definitely requested on the form. Some might use grants to buy lecturer time to teach class. Still up for debate with the Dean is how large lectures are defined.

This form will be vetted for the next couple of meetings but this is a good start. Give feedback to Dr. Rutherford.

Dr. Wingenbach said that in the research category – many grants we get likely have matching – which is salary time – is that addressed in the form? How is it formulated?

Dr. Murphy reminded faculty that 9 units/semester is the minimum. Everything is open – like teaching 18 one semester – none the next as

long as students have access to courses. We should be proactive, not reactive. Everything should be up front and open. What happens if you reduce your load but are still in compliance? Even if you remain in compliance, if you want to reduce typical responsibilities you should get approval. The important thing is to protect the workload of the Department. This has to be a proactive approach on everyone's part.

Tracy Rutherford, Tim Murphy, and Elke Aguilar now have the Spring Compliance Report and IEEF list of courses. Check your #'s and courses so that we can fix problems now. IEEF report is due this Friday.

Dr. Elliot and the Associate Heads are working on the departmental yearly review. They hope to get a draft to faculty early next week for input before the report is due.

A plan is being worked on to return a percentage of faculty generated class fees to them. This money can be used for travel, etc. Budgets are flat for the next biennium. These fees will be even more important.

Travel Request Form Deadlines

Domestic (30 days prior to trip): e.g., travel June 1, 2012 due by May 1, 2012
International (60 days prior to trip): e.g., travel July 1, 2012 due by May 1, 2012

Upcoming Events

WRAAAE, Bellingham, WA, April 17-20, 2012
AAAE, May 15-18, 2012, Asheville, NC
AIAEE Bangkok, Thailand Conference May 21-27, 2012
NACTA, University of Wisconsin, River Falls, WI, June 26-29, 2012
ALE, Key West, FL, July 8-11, 2012

Future Departmental Meetings

May 14 – Dr. Hussey in attendance
June 11
August 13

Faculty Teaching Workload Reporting
Request for Equivalent Teaching Credit

I, _____, am requesting the approval of equivalent teaching credits for _____ Semester.
I understand only approved activities will be calculated toward compliance.

Category*	Example	Credit requested
Special Teaching Situation	Large lecture class, teaching overload preceding or following long semester	
Teaching Program Development	New course preparation, Curriculum revision or development, Development of teaching methods and classroom or laboratory materials	
Instructional Development	New faculty only	
Research		
Committee Assignment	Chair, major university or college committee	
Other Assignments Directly Related to the Teaching Function		
Coordination & Teaching Program Administration	Departmental administration, multi-section course administration	
Total Credit requested		

Provide rationale supporting this request.

How will your regular teaching responsibilities be covered given this request? (Will someone else teach your course, providing funds to hire temporary teaching assistance, etc). Documentation must be attached to this request (e.g. letter or email from individual agreeing to teach course, identification of funds to be used for salary, support from faculty in major or related area).

How will you demonstrate and/or measure outcomes related to this teaching credit?

Date

Faculty member signature (submission)

Date

Department Head signature (approval)