PFC Minutes September 3, 2013

In Attendance:

Craig Bernecker & Thomas Werner (Chairs), Ethan Robey, Aaron Fry, Derek Porter, Timo Rissanen, Anezka Sebek, Fiona Dieffenbacher, and Steven Faerm

Faculty Handbook and Faculty Resolution

- Summary of meeting with the Tim Marshal and Bryna Sanger; there was a willingness to partner on PFA proposals;
- Tim will attend PFA on 9/17, and answer questions/address faculty, etc.;
- Ted Byfield (Senate rep) will work with the Provost's Office to improve transparency by posting documents online, dedicated URLs, track changes in the handbook and other relevant documents, possible development of faculty forum;
- Faculty workshops and information sessions on topic such as workload may be hosted this coming year;
- Faculty feedback is desired regarding where to locate specific materials/links/information on the web site;
- Points raised: Faculty handbook sessions as needed, PFC can work more directly with the Senate, and PFC seeking representation from Senate at our monthly PFC meetings;
- AY1314: University Committees will be asked to speak at PFA meetings more, and participate increasingly on the local level.

Actionable Items: Seek clarification of the Dean/Associate Dean roles as a faculty

member/administrator, as articulated by the Deans

Upcoming PFA: September 17

- Tim Marshall and Bryna Sanger will attend for a substantial amount of time (~90 minutes)
- PFC reps will obtain questions/concerns from their faculty, provide to PFC via google doc; this will help to create a structured/efficient/productive meeting;
- Open forum will also occur during meeting.

Actionable Item: Google doc to be created, PFC reps to solicit questions from their faculty for

upcoming PFA meeting, add to Google doc

Parsons Supplement sub-committee (formerly the "Charter")

- Sub-committee has gathered all 9 sections (History, etc.) together into one document;
- Is the supplement truly a supplement (appendix) to faculty handbook, or a "stand alone"? As a Charter- it was a stand alone. Now called a "supplement" so it may need cross-referencing.
- Soo Chon has been asked for clarification, we are awaiting response;
- Intention is to pull in essential faculty information into supplement, with an Introduction that states "this is from faculty handbook, please see FH for further details."

SERVICE sub-committee

- A survey was drafted this summer; the sub-committee will review/refine before next Tuesday and share with PFC for further review/refining via Google doc;
- PFC members will provide contact details (emails) of colleagues/friends at other institutions to sub-committee so the survey can be emailed (Survey Monkey) and qualitative/quantitative data can be collected; this data may help inform our own service workload proposal(s).

Research Workshops

- PFC to possibly host research workshops/brown bags (i.e. info sessions on publishing, collaborations, grant writing, funding opportunities, etc.) to inform process, and serve as collegial gatherings;
- Good compliment to APT events; if done through PFC and open to all faculty, meetings could be themed and increase/strengthen mentorship;

Actionable Item: PFC reps to reach out to their faculty and find out what they want most from

these workshops, what topics would be most beneficial for them; PFC to then

create the workshops based on feedback.

PFC: Recent Vacancies 2013-2014

 Additional vacancies recently announced owing to members' recent School appointments, commitments, etc; call for nominations to go out shortly;

• Each School's PFC reps will reach out to their School Dean to ask them to recommend candidate(s) based on workload, and which FTF may be good candidates; PFC will also send an invitation to these recommended faculty, while also doing a call for nominations.

Actionable Item: School reps to email their Dean for nomination(s)

ADVISING sub-committee

- Final report sent to PFC for review (June 2013);
- Preference was for an informal advising model for faculty; discussion around a formal vote to occur;
- All graduate faculty have 30 students to advise;
- Question: Does the Dean's office want something formalized? Plans put forth? And, should this
 Advising be developed locally based on the particular School's needs (in conversation with
 School Dean and Directors)?;
- Sub-committee to propose a few scenarios for School's to use, to reference, to consider when creating advising.

Operational guidelines for PFC/PFA

 One page summary gleaned from the bylaws (i.e. quorum for voting, various procedures, protocols); for next PFC meeting.

PFC Topic Suggestions, 2013-2014

Salary freezes: How are we moving forward? Status of? Hiring freezes? Are they still in force?
 To raise this at the PFA. Cost of living raises? Timing and procedures for formal raises?
 FTF hires being made, while existing FTF have had a freeze on their salary for years.

Coach Survey

Reporting process requested by the PFC.

Other

o S. Faerm, elected Secretary/PFC for Fall semester