
In Attendance:

Craig Bernecker (Chair), Thomas Werner(Chair), Aaron Fry, Christian Schneider, Timo Rissanen, Jose DeJesus, Anezka Sebek, Thomas Bosket, Ethan Robey, Kerry McNaughton, Fiona Dieffenbacher, Derek Porter, Steven Faerm and Susan Yelavich (Senate representative, ADHT).

Welcome new members: Christian Schneider (SDS) and Kerry McNaughton (SCE)

Vacancies on PFC: 2 in ADHT

PFA and PFC minutes

- Approved;
- To send to Soo Chon for posting, and Senate representatives Ted Byfield, Susan Yelavich, Luciana Scrutchen, Sven Travis, Todd Lambrix.

Sub-Committee Update: Faculty Workload

- Committee is focusing on Service component; rather than issuing an external survey (as initially proposed), it is suggested examples of "faulty profiles" be created to demonstrate appropriate service loads; examples would include categories RTA, EE, Tenure, several examples within each so there is an understanding of amount and hours to stay within; these would then be shared with PFC; Directorships and other service heavy contracts may also be illustrated;
- Coache survey, will this data be shared?;
- Faculty self-evaluation: Can this data be aggregated and to inform the conversation regarding workload? It is accurate quantitative data that is provided (hours per week/month/etc.); sub-committee to investigate further.

Senate meeting

- Area of "Service" was a focus;
- It is acknowledged that Parsons is overloaded in Service compared to other NS Divisions; sabbaticals are now being called leaves, must be applied for, and a deliverable must be provided.

Sub-Committee Update: Parsons Supplement (originally the "Division Charter")

- Craig Bernecker presented a binder that contains the Introduction, Mission to Parsons (to develop), History, and The Organization (faculty);
- Is this Supplement to add-on to Handbook, or is it a "stand-alone" to refer to as a primary source of information with sections drawn from the Handbook and added to this?;
- Meeting with Tim Marshall after September's PFA; Tim expressed interest in meeting to discuss document's intention further;
- In respect to other Divisions, each is handling this oversight/development differently; Is it a stand-alone, or a supplement? Which sections of supplement parallel across Divisions, and unique to Division? How will we find equivalence between divisions?

Update: Meetings with Deans and Deans Council

- Discussion addressed the PFC and its relative importance;
- There was a suggestion made to reduce the PFC from 3 to 2 members per school; PFC felt this would not be prudent; turnover is high on the PFC due to added administrative responsibilities frequently added to members, despite 3 year terms, thus resulting in resignations from the PFC; is there a way to balance this? There were feelings expressed that administrative appointments were priority/took precedence over PFC appointment leading to turnover of PFC reps; feelings expressed that 3 members per school is needed owing to the tasks undertaken by the PFC;

- Frustration expressed by the Deans over not being invited to meetings; PFC to work on a more local level and to build bridges with School Deans; suggestion made to incorporate protocols into the bylaws (e.g. open/closed meetings) as it sets precedents on meetings; some PFC members expressed by only attending a few meetings, there becomes a lack of clarity and full communication is not maximized;
- Can the PFC invite School Deans to all PFC meetings? Can we have PFC representation on the Deans' Council present for all meetings? This is in an effort to create standing meetings in an effort to increase regular communication, clarity, etc. The dissolution of the Parsons Leadership Council has reduced communication across the division. At this point PFC representation is only invited to attend a small portion of some Dean's Council meetings;
- Questions were raised regarding open conversation and protocol if the School Deans are invited to PFC; significant consideration and discussion to occur for how PFC moves forward. School Deans are faculty but they also supervise faculty.
- Some of the School Dean's were upset in regard to not being invited to the May 2013 PFA meeting.
- We need to address meeting protocols in the context of the bylaws. Do we hold a vote with PFA; regarding attendance? Do we hold meetings that are closed exclusively? Open exclusively? Alternating open/closed?

Sub-Committee Update: Advising

- In AMT last April the sub-committee's report was presented for open discussion; final report completed in June;
- Consideration given to de-coupling advising from mentoring due to different functions of advisor/mentor at Parsons; there is a more mentoring model in graduate programs with curricular advising, while Advisors serve largely as staff/administration;
- Sub-committee met with several people including Directors of Advising, colleagues at Parson and Lang, etc, and reviewed literature about advising/mentoring models;
- Suggestion made for Advisors to stay as staff and for Parsons to adopt a faculty advising model of mentorship;
- AMT PFC representatives are currently working with Anne Gaines, Dean of AMT, Lucille Tenazas, School Associate Dean of AMT and faculty, to create a faculty liaison model; those assigned his/her program act as a liaison and becomes (in addition to the existing staff advisor) a support system for students who can refer students to curricular areas in the school thereby serving more as a routing mechanism for student; this is for BFA students;
- Acknowledged Parsons does not have same FTF/student ratio as some other Divisions (e.g. Lang) so Parsons can't compare itself too closely;
- Committee will meet with AMT leaders and faculty to review a proposed models;
- Each School to institute its own model based on its unique school culture, a "routing person" (e.g. to Program Director, to Career Services, to an Advisor, to the University Learning Center, etc);
- Service component for this, or other, owing to workload;
- For discussion: Students will take on ancillary roles, so where is the motivation for them?;
- PFC representatives to take this up with their Deans and discuss further;
- In The School of Fashion, a faculty member takes up this role as a Student Liaison (serving as a link to Student Council, connect with alumni, etc.); this faculty member will draft all that she has done and this can be shared with the PFC;
- It is important to find faculty who are a good fit for this role if it is to succeed;
- Question raised if there should be CUE representation on the PFC? The CUE Committee will last for 4 years; we may want to consider inviting such representation moving forward; FC to invite John Roach so he may discuss further with the Committee;
- FTF ratio to students must be considered; they are very different School-to-School (e.g. AMT to SoF)
- How does this affect the Advising Office? Advisors stay staff advisors;
- Committee's recommendation presented at PFA, to stimulate conversation within each School? Yes.

Sub-Committee Update: Bylaws

Discussion about the document and its sections:

- PFA: responsibilities, what it is, general info, consulting bodies for the PFA membership of the PFA, etc;
- Recommendations were made on how to revise the existing document (e.g. superfluous language);
- Parsons Dean in non-faculty positions and other Administrative Deans, are ex-officio members and non-voting members; School Deans holding faculty positions do have a vote (approved back in 2010);
- The sub-committee is recommending revising this with the notion of any FTF appointment are a voting member of PFA, yet this does not include Administration who hold faculty appointments;
- Admin can be invited to attend the PFA as nonvoting members.

- PFC: definition of, responsibilities, etc;
- Membership; all voting FTF can serve as members on PFC, ex-officio members not eligible;
- Could a School Dean become a member of PFC, since they are FTF members?
- PFC contains 15 members, each elected for a 3 year term, they are expected to serve out their term unless they change School and/or are assume a fully administrative load and become staff/administration; this does not include Directorships who are FTF; two consecutive terms (6 years) are permissible, then member is asked to take a 2 year break;
- PFC to hold elections in which alternates are selected; question was raised how practical is it to have an alternate whose workload changes?;
- PFC Officers: The sub-committee recommends 1 chair, 1 deputy chair, and 1 secretary be appointed from each School; this will allocate responsibilities such as scheduling meetings, setting agendas, etc.

- Additional
- What is the body at the Dean's level that the Chairs would participate in? It was previously the Leadership Council, yet this has been dissolved; there is currently no PFC and PFA representative at the Dean's Office level; to discuss with Joel Towers.
- Currently, 2/3 is required for a quorum at PFC (i.e. 10 out of 15 members constitutes a quorum); is this too high? The PFA is 50 percent plus.
- PFC members to review sub-committee's recommendations, discuss at next PFC

Senate Report, Susan Yelavich, Senate Affairs Chair

- Currently working to improve communication under Chairs;
- November 11th, UFS Town Hall, all are strongly encouraged to attend; it is open to FTF, staff, and administration;
- Upcoming PFC meetings will be attended by Senate reps Sven Travis (Nov.5) and Luciana Scrutchen (Dec 3);
- Senate will be more diligent in reading PFC/PFA minutes; Senate to communicate through CEA with entire University;
- New Senate committee structures discussed; they will be disseminated to PFC; new structure created owing to tremendous redundancy; there are now 5 Senate committees that handle areas of senate affairs, scholarship dissemination, professional affairs, learning environments, and academic affairs.

Next meetings

PFA : October 22nd	Wollman Hall	9:30-11:00
PFC: November 5th	80 5th avenue	9:30-11:00