

## Faculty Advisory Council

### Minutes

**Date: February 12, 2002**

**Time: 8:30 AM - 9:45 AM**

**Place: Horvitz Building, Labonte Board Room**

**Present:** Ron Chenail (Academic Affairs); Veljko Dragojlovic (OC); Jan Faust (CPS); Stan Hannah (Fischler); Tim Hottel (Dental Medicine); Michael Patterson (COM); Leanne Lai (Pharmacy); Marlisa Santos (Farquhar); Fran Tetunic (Law Center); James Thomas (OC); Julie Tyler (Optometry); and Lenore Walker (CPS)

**Absent:** Vesna Beck (Fischler); Robert Casady (Medical Sciences); \*Jonathan Coffman (Medical Sciences); \*Morton Diamond (Allied Health); Joshua Feingold (Farquhar); \*George Fornshell (GSCIS); \*Wendy Hupp (Dental Medicine); Mike Masinter (Law Center); \*Rosalie Miller (Allied Health); \*Bob Preziosi (Huizenga); \*Anne Rambo (GSHSS); Jose Rey (Pharmacy); and \*Pan Yatrakis (Huizenga)

**\* Emailed to report scheduling conflict**

-----

**Purpose Statement:** The purpose of the Faculty Advisory Council is to help further the mission of Nova Southeastern University by advising the administration of NSU about matters for the improvement of university programs and services. The primary goal of the Council is to enhance, protect, and maintain the intellectual integrity of the university through its academic programs. To this end, the Council serves as a forum to recommend new and innovative change; a platform to address academic issues and concerns; and a resource for conceiving, developing, and implementing new projects. The Assistant to the President for Academic Affairs chairs the Council. The Council meets monthly and consists of representatives from each academic center within the institution. (11/00)

**1. Introduction of Anne Rambo, the new GSHSS representative**

Due to illness, Dr. Rambo was unable to attend the meeting. She will be formally introduced to the Council at the March 13, 2002 meeting.

**2. Approval of January 9, 2002 Minutes**

The minutes were approved unanimously without revisions.

**3. Evaluation of Administrators Update**

Dr. Chenail gave an update to the Council. A draft letter from the FAC to President Ferrero and the deans was circulated to the members. The purpose of the letter is for the FAC to communicate the importance of faculty input into the evaluation process of administrators at NSU. The letter is also an attempt by the FAC to make sure the president and the deans know that the FAC supports the president's right to evaluate the deans at NSU. The letter would contain an invitation to President Ferrero to come to an upcoming meeting of the FAC to discuss the evaluation of administrators.

Dr. Chenail also reported that President Ferrero is scheduled to meet with each academic unit's faculty members beginning in March. A schedule of the

meeting dates and times was distributed. As compared to the previous times President Ferrero has met with faculties, a large segment of these meetings will be held without deans being present.

Dr. Chenail encouraged members of the FAC to "talk up" the meetings with the president amongst their respective faculties. He said these meetings were wonderful opportunities for faculty members to discuss issues that are important to them, their schools, and the university. The aforementioned topic of faculty input into the evaluation of administrators may come up at these faculty meetings with the president so Dr. Chenail said it was important for members of the FAC to share the perspectives expressed in the draft letter with their fellow faculty members.

#### **4. Marketing**

Dr. Hannah shared two reports from the Strategic Implementation Project (SIP) that he chairs at NSU. Dr. Hannah reported that his findings indicate NSU needs to improve its abilities to collect and analyze competitive intelligence. NSU would need to improve in this area so we could better evaluate the competition, measure our effectiveness, and to target new markets.

Members of the FAC also discussed how poor student service hurt NSU and unless this was improved, no amount of marketing would be effective in increasing enrollments at NSU or in attracting higher quality students. Internal competition was also mentioned as an obstacle when it came to improving NSU's marketing.

Dr. Chenail stated that the marketing study from TMP-Worldwide had been completed. As soon as the report is ready for distribution, he will circulate the report amongst the members of the FAC.

#### **5. Bookstore Update**

Professor Tetunic presented on the recent meeting of the Bookstore Committee. This group will be evaluating the responses the university receives for the new bookstore RFP. She reported the RFP was sent out to a number of potential vendors. She also shared that NSU has hired a consultant to help with the RFP process. She noted that there are only a couple of large companies in this market (e.g., Follett and Barnes and Noble), but NSU might also attract interest from some mid-sized companies too. At the meeting, evaluation criteria for the RFP process and a project timeline were distributed. Professor Tetunic passed out copies of these two documents to FAC members. Proposals are due in March and the final decision will be made before June. Members of the RFP group have requested to see a copy of the current bookstore contract.

#### **6. Humana Update**

Dr. Leanne Lai is the FAC representative to the newly formed NSU Wellness Committee. The committee held its first meeting on February 7, 2002. The purpose of the committee is focus on improving NSU employee participation in a variety of wellness programs. A major part of this effort will be increase employees' awareness of the large array of wellness programs currently being offered at NSU. A representative from Humana sits on the committee.

FAC members asked if NSU was also setting up a university-wide committee that would focus on issues with Humana. Dr. Chenail said he would follow-up on this question with Human Resources and report to the FAC at our next meeting. It was also suggested that representatives from Humana and NSU's Office of Human resources be invited to the next meeting of the FAC. Dr. Chenail said he would extend that invitation.

#### **7. Communication Issues**

A member of the FAC sent an email in which he raised a number of issues regarding communication at the university. He raised four concerns. The following are the concerns and Dr. Chenail's responses:

- The last campus phone directory was released in 1999-2000.  
Dr. Chenail reported that NSU now uses an online phone directory that can be found at <http://www.nova.edu/cwis/cgi-bin/nsu-only/phone.pl>. There will be a revised version of the directory available online later this spring. In the meantime, folks can also go to <http://www.nova.edu/cwis/telcom/nsudepts.html> to see listings of department numbers.

- The university holiday schedule for 2001-2002 has not been published.

Dr. Chenail said he would find out who is responsible for publishing the university holiday schedule and report back to the FAC. Update: The NSU Holiday Calendar 2001/2002 can be found online at <http://www.nova.edu/cwis/hrd/holidays.html>.

- Some parts of the university found out about the Jack Welch lecture considerably after the general community did.

Dr. Chenail said he would investigate the matter and respond back to the FAC.

- The notice that the university would be closed the full day before Christmas Day and New Year's Day was not communicated to one unit's faculty until December 22.

Dr. Chenail said he would find out who is responsible for publishing the university holiday schedule and report back to the FAC. Update: The Official University Holiday Policy Manual can be found online at <http://www.nova.edu/cwis/hrd/emphanbk/holidays.html>.

#### **8. Pearson Custom Publishing**

A member of the FAC inquired about the status of the university's talks with Pearson Custom Publishing. Dr. Chenail reported representatives from Pearson Custom Publishing had made a presentation before the Council of Deans on January 22, 2002. After that meeting a half dozen academic units requested to have follow-up presentations from Pearson. Some of those meetings had already been scheduled. The member of the FAC reported on concerns regarding copyright and price and whether or not NSU was signing an exclusive contract with Pearson Custom Publishing. Dr. Chenail reported that no university contract had been signed with Pearson Custom Publishing.

and that he had heard no talk about an exclusive contract between NSU and Pearson Custom Publishing.

**9. Other Issues:**

**10. Attendance**

A member of the FAC raised the issue of attendance at the FAC meetings. The member noted that there were only 12 members at the day" meeting with 13 members not present. Dr. Chenail noted that some FAC members had sent notice that they would not be able to attend. This figure amounted to 8 out of the 13 absent members. Dr. Chenail reported that he was tracking attendance figures and the deans, whose center faculty members neither attend meetings or RSVP on a regular basis, will be asked to name a new center representative to the Council.

**11. Adjournment**

With no further business, the meeting was adjourned at 10:10 AM.

**12. Next Meeting:** Wednesday, March 13, 2002, 8:30 A.M. in the Horvitz Administration Building's LaBonte Boardroom