

Faculty Advisory Council

Minutes

Date: December 11, 2001

Time: 8:30 AM - 9:45 AM

Place: Horvitz Building, Labonte Board Room

Present: Wendy Hupp (Dental Medicine); Morton Diamond (Allied Health); Michael Patterson (COM); Julie Tyler (Optometry); Tim Hottel (Dental Medicine); Bob Preziosi (Huizenga); Fran Tetunic (Law Center); Jan Faust (CPS); Rosalie Miller (Allied Health); Stan Hannah (Fischler); Veljko Dragojlovic (OC); Leanne Lai (Pharmacy); Lenore Walker (CPS); Marilisa Santos (Farquhar)

Absent: *Pan Yatrakis (Huizenga); George Fornshell (GSCIS); *James Thomas (OC); *Joshua Feingold (Farquhar); Vesna Beck (Fischler); Robert Casady (Medical Sciences); Jonathan Coffman (Medical Sciences); Jose Rey (Pharmacy); Mike Masinter (Law Center)

* 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)

- **Introduction of New Members**

Dr. Marlisa Santos from the Farquhar College of Arts and Sciences was introduced. Dr. Chenail also recognized Ms. Fran Tetunic for her fine job of chairing the last meeting of the Council.

- **Approval of November 11, 2001 minutes**

The minutes were approved unanimously without revisions.

- **Policies and Procedures for FAC Update**

Dr. Chenail distributed a draft copy of the handbook for the FAC. Council members are asked to review the contents of the handbook and to submit

changes to Dr. Chenail by Monday, January 7, 2002.

- **Evaluation of Administrators**

The Council had an extended discussion regarding the evaluation of center-level administrators. A survey that was used previously to review deans at NSU was distributed as well as the "Faculty Participation in the Selection, Evaluation, and Retention of Administrators" statement from the *American Association of University Professors Policy Documents & Reports* (9th edition) and two excerpts on review of administrators from the 1998 *Criteria for Accreditation*, and the 2001 *Principles of Accreditation* of the Commission on Colleges of the Southern Association of Colleges and Schools.

Dr. Chenail started the topic by sharing points President Ferrero made with the law school faculty during a recent meeting with them. Dr. Chenail said it is the responsibility of the president to hire and dismiss deans at NSU. He also shared the president was not interested in having confrontations with faculties over this administrative function. Lastly, he expressed President Ferrero's desire to communicate with faculty members and to explore ways in which information can flow freely between the president's office and the various faculties.

In the area of communication, Dr. Chenail said the president maintains an open-door policy with all faculty members. In addition, the president met regularly with faculties at center-wide meetings. Dr. Chenail also shared that President Ferrero was open to other ways faculty members could share concerns and issues with him (e.g., having faculty members review the deans' self-evaluations and give feedback and the regular sharing of the minutes from faculty meetings).

Dr. Chenail described how the president conducted the annual reviews of the deans: Reviews took place in the summer after the budget year closes, deans write self-evaluations which the president reviews along with self-evaluations from the previous years, as well as the academic units' financial reports. The president holds lengthy face-to-face meetings with the deans and reviews all of these materials with them. The president evaluates the progress the deans make on their past year's goals and review the goals they have set for the coming year.

After this general presentation by Dr. Chenail, the Council discussed a number of issues. One major topic consisted of how different faculty meetings were across the university. Most faculty members described their faculty meetings as being more aptly described as "deans' meetings." They said deans regularly chair these meetings, set the agendas, and gave reports. They described the flow of information as being uni-directional. Dr. Chenail will develop a questionnaire so Council members can share particulars regarding their units' faculty meetings and shared faculty governance structure. It was also discussed that there could be a sharing of faculty governance records from each of the units. This process could also help university personnel to learn of the various types of faculty governance structures that are currently in place in the various academic units.

The HPD faculty representatives were curious as to whether or not the president reviewed their deans. Dr. Chenail said he would find out more about that process and report back to the Council.

Various faculty members stated they would feel most comfortable giving the president input on how well they saw their deans served their centers in areas such as improving academic quality and meeting the mission of the university. Faculty members felt they would best be able to speak to content areas with which they were most familiar. Council members also felt it was important for deans to build faculty feedback into the review of the academic units' other administrators.

Faculty members felt it was important for the president to maintain a regular schedule of meetings with center faculties. Faculty members want to have more opportunities to hear the president's vision and to share their ideas with him too. Faculty members wanted to know the president's expectations of the deans and how the president envisioned deans functioning as leaders at NSU. Also, faculty members would like an opportunity to meet with the president without having center administrators being present.

One member questioned the effectiveness of the president's open door policy if deans disciplined center faculty members and administrators who came to speak to the president about concerns in their units. One council member said it was understood that recently faculty members and program directors from one academic unit had had letters placed in their files by their dean because of their meetings with the president.

Dr. Chenail said he would report the issues and observations shared by the Council members to the president. Dr. Chenail will report back to the Council on this meeting with President Ferrero.

- **Bookstore RFP Update**

On Thursday, December 13, 2001 at 10:00 AM, there will be a meeting with Thomas Byrne of Campus Bookstore Consulting in Dr. Chenail's office. Mr. Byrne and his company have been hired to assist NSU in the preparation of a Request for Proposals (RFP) for the new NSU bookstore contract. Members of the Council were invited to join Dr. Chenail at this meeting. Attendees of the meeting will report back to the Council at our next meeting.

- **Other Issues**

Health Insurance:

Council members expressed their concerns over the selection of Humana and the selection process of health insurance providers in general at NSU. Council made the following suggestions for improving the process:

- They would like broader representation on the committee that makes recommendations to the president on insurance carriers for the university.
- They suggest an internal mechanism by which employees can report problems with Humana.
- They want the committee to survey the NSU community when the review process begins for the next contract. They said that if personnel had been asked if they would be willing to increase their contribution by x number

of dollars if they could keep their existing plan, they might have gone for that option instead of going with a lower price and moving to Humana.

Dr. Chenail said he would share these thoughts with the Office of Human Resources and the president.

- **Adjournment**
- **Next Meeting: Wednesday, January 9, 2002, 8:30 A.M. in the Horvitz Administration Building's LaBonte Boardroom**