Faculty Consultative Committee
Meeting Notes
2/27/09

Present: Lee Anderson (at-large), Gunter Dittmar (architecture), Kristine Miller (landscape architecture), Leslie Van Duzer (at-large), Tom Fisher (Dean), Denise Guerin (at-large, Chair, and note-taker)

Absent: Barb Martinson (dha, excused), Janis LaDouceur (adjunct, excused)

Role and Charge (excerpt from CDes Constitution and By-laws)
The Faculty Consultative Committee will serve in an advisory role to the Faculty Assembly on all matters concerning policies regulating teaching, scholarship, service, promotion and tenure, faculty leave, curriculum, continuing education, academic standards and grievances, and research centers. Membership of the committee shall consist of representatives elected from the faculty assembly membership, one elected from each department or school, one elected from the Adjunct Faculty Consultative Committee and three members elected at large. The committee members will act as communication liaisons between the Dean’s Office and the Faculty Assembly.

Procedures
After reviewing the Role and Charge as stated in the CDes Constitution and By-laws and discussion among committee members, several decisions were made about the committee’s role and procedures.

1. The FCC holds an advisory and liaison position between the Dean’s Office and Faculty Assembly. We are not a working group, i.e., we do not take on new tasks.
2. We will operate informally, by consensus. There is no number necessary to comprise a quorum.
3. At least one week before any FCC meeting, the chair will send CDes faculty the meeting agenda; identify all FCC members and the constituents they represent; and ask for faculty issues or concerns to be brought to their representative, the members-at-large, or the chair.
4. At least one week before any FCC meeting, the chair will send Dean Fisher the meeting agenda and ask for any issues or concerns he (or associate deans) have identified to be put on the agenda.
5. At each meeting, the FCC members will discuss the issues before them, determine an outcome, and report the outcome to the Faculty Assembly by posting the Meeting Notes on the CDes Intranet, respond directly to any individual who brought forth an issue, or respond directly to the Dean.
6. The FCC chair will give a brief report at each Faculty Assembly meeting of issues and actions before the committee.
7. When an issue warrants it, the FCC will invite knowledgeable people to present at a specific meeting; we may also invite the Dean to not attend certain meetings.
8. There will be a staff person assigned by Dean Fisher to take Meeting Notes, circulate them to the FCC members for consensus, and post on the CDes intranet.

Issues Discussed

1. The Web procedure for holding the Faculty Assembly meeting on two different campuses on 2/13/09 was discussed. There are several suggestions made by faculty and the FCC to improve this meeting process, which are already under investigation and advisement by the Dean’s office and the Chair and Vice Chair of the Assembly. Some of these include: chair and vice chair stand at front of rooms so they can see all faculty who populate their
room; chair and vice-chair alternate campuses; and higher comfort level with equipment will encourage dialogue. We will return to this issue at the end of Spring 2009 to assess the acceptance of this procedure.

2. The issue of disengagement of faculty members from roles and responsibilities in the College of Design was discussed. This will be re-visited at the beginning of Fall Semester 2009.

Suggestions Made

1. All committee chairs are to encourage members to participate fully via attendance and contributing to committee work. Appropriate committee meeting minutes or meeting notes are to be placed on the CDes intranet so CDes faculty and staff can keep abreast committee issues under advisement to aid in transparency of communication.

2. Several CDes committees are requesting faculty members to respond to questionnaires or other requests for specific data, e.g. cultural diversity committee. Dean Fisher will request that these data be collected via the Faculty Annual Report by the CDes process.

3. We suggest the Faculty Assembly Chair give a brief State of the Assembly address at the first Faculty Assembly meeting in spring semester. This address is to recap the Faculty Assembly accomplishments, identify what is yet to be addressed in the academic year, and note any obstacles.

Preliminary Agenda for Next Meeting

To be Discussed:

1. Request by Faculty Assembly for the FCC to “lead” the workload policy effort.

2. Request made by FCC members at the 1/22/09 meeting to request the Faculty Assembly appoint a faculty committee: to explore changes in pedagogy and curriculum in a changing world, to explore how to achieve more curricular synergies in the college, and to look at what design education should be in the 21st-century.

3. Other issues to be identified by faculty members, dean, and associate deans.