

**College of Education
August Faculty Policy Council Meeting
October 23, 2023; 2:00pm-4:00pm
Norman Hall Room #2021 (Rosenberg Conference Room)**

Welcome

Chair: Ashley MacSuga-Gage

Chair Elect: Ben Skinner

Dean's Office: Erica McCray, Glenn Good, Thomasenia Adams, Tom Dana, Elayne Colon

HDOSE: Wei Li, Frank Fernandez, Jinnie Shin

SESPECS: Valentina Contesse, Katie Maki

STL: Hyunyi Jung, Magdi Castañeda, Angela Kohnen, Anthony Botelho

Absent: Ben Skinner, Elayne Colon, Wei Li, Hyunyi Jung

Approval of Agenda

Meeting called to order at 2:02 pm Motion to approve by Angela Kohnen at 2:03 pm. Anthony Botelho seconded with consensus of the group. Minutes stand approved at 2:04pm. No abstentions or objections.

Approval of Prior Meeting Minutes (September 19, 2023 & August 28, 2023)

Motion to by **Frank Fernandez**. To approve meeting minutes. Seconded by Angela Kohnen and approved by consensus of the group. Minutes stand approved at 2:06pm. No abstentions or objections.

Rescheduled Guest Speaker: (2:45 pm EST)

UF Cross-Campus Communications presented by UF Strategic Communications & Marketing (see the power point presentations from both ETC within the COE and from UF Strategic Communications and Marketing)

University course Strategic Communications and Marketing attorneys Speakers

- The mission of our office is displayed on the screen, this aligns what dean good always says, we want to transform society, education, work with a real goal to make an impact on real lives.
 - We do this through interacting with one another, collaborating and working together in research, teaching, and outreach.
- Our office is meant to maximize all these components, we work with you to gather data, help with websites, help to recruit students, and promote you. Learning in online spaces all the way up to marketing.
- Communications is everything from PR to social media to writing words for speeches.
- Our main focus when talking about communications in college, is not just building an application, but getting people to know who you are.
- Faculty who works with us, recruit students, and recruit high quality faculty.
- Recent grants include the LSC grant? And the sunshine portal for early childhood?
- Faculty amplification, pushing a faculty up to work on a blog or an op-ed, or sharing strategic communication and marketing.

Brittany

- Kevin and Jason are our front line, start with them, start the conversation on how to advance and promote the work that you do here in the college
- Our role is to get a lot of people to know what we are doing here at the college (increase your visibility), media training, elevating social media,
 - Recognize and elevate academic recognition rankings, awards that you may get, grant funding
 - General news media, proactive and reactive news stories
- Research and Promotion Initiative, fair amount of submission from 5 to 45 in a 2-week period.
 - Depending on the time of year, VP sends out an email reminder that this exists, you can submit your work that has been accepted for publication but hasn't been published yet. The key here is to translate your work into layman's terms, really think about the things that you want to submit and to have broad impact. Making sure it is understandable to the public to maximize your research.
 - \$1,000 to the winner and can be applied towards any research opportunity.
 - If you submit it once and it is not selected, don't be discouraged, there could have been a lot of interest at that time or a hot topic, the story could still be worthy of elevation.

Karen

- Our office provides media training for those that are interested.
- Can help you with how you would deliver your research or message, emphasize why it matters.
 - Provide exercises, worksheets, the goal is to help you gain confidence.
 - Can meet 1:1 or in groups.
- Can help prepare you for interviews.
- Can feature photography or create images for you if applicable.
- You may come to our studio to take recordings related to your work.
- Take a photo of the barcode with your phone and you will find explanations of everything that was discussed, access <https://news.ufl.edu/for-faculty/>

Doors are always open at Strategic Communications at UF, however, we also encourage you to contact Kevin or Jason (ETC in the COE) in tandem to ensure continuity across offices.

Deans' & College Level Reports

- Associate Dean Thomasenia Adams
 - Updates from the Office of Education Research (OER).
 - For the month of September, we have had seven awards.
 - So far, this fiscal year, we've had 13 funded awards, total is about \$5.4 million, and we have submitted 29 proposals.
 - Every day that you are active and pursuing grant funding, we appreciate that so much to the point that we are expanding the capacity to make sure we have enough people on hand and have the expertise on hand to serve you well.
 - New research administrator in OER, Audrey. She has transitioned from technical writing to research administration and will be doing that position in a hybrid kind of fashion, which will allow you to still have opportunity to take advantage of her expertise.
 - Rosabel and her team are also expanding, this week she hopes to close on a research admin 3, that person is replacing Vicki, who went on to UFLI. Rosabel will subsequently search for a post award administrator manager to support the work in that office.
 - All of this is to make sure we have the capacity to serve everyone, good things are happening for all of us.
 - We have two active award processes that are happening:
 - Teacher scholar of the year award is underway, those applications are due to OER on November 13th.
 - Sabbatical process is underway, applications should have already been submitted to the school director, school directors have until November 6th to submit the applications to OER. From there it will go to the Deans desk.
 - We are planning a slate of professional development opportunities; we hope to announce those very soon.
 - We were contacted by UF libraries, they have a great system for supporting faculty.

- We have other opportunities related to pre/post awards.
 - We all know that the university is undertaking a post tenure review process, part of that is making sure that we have the voice of the faculty in that process developing the criteria.
 - Right now, we do not know what the timeline is, what the template is going to be, or what the whole university's whole process is.
 - What is known is that colleges will have the opportunity to engage in conversations to develop the criteria. Not just college leadership but schools, school leaders will have that opportunity.
 - We have selected a post tenure review committee at the college level because we must have a central place to collect things run up through schools to make sure we have a process and a document that applies to everyone.
 - Members of that committee include Associate Dean Thomasenia Adams, Associate Dean Erica McCray, David Miller (HDOSE), Walter Leite, Melinda Leko, and Kara Dawson. We have three full professors, one from each of our schools on that committee.
 - For the professional leave and sabbatical committee, the FPC held an online election and 50 faculty voted for the committee to facilitate the review of the sabbatical and professional development applications. Part of that process was to make sure we have a balance of tenure track faculty and non-tenure track faculty. For the 2023-2024 academic year the elected faculty are:
 - Tenure track faculty: Hannah Mathews, Wanli Xing, and David Theriault
 - Non-tenure track faculty: Blake Beckett, Lee Purvis, and Helena Mawdsley
 - PKY school representative Grisell Santiago.
 - These seven people will review the professional development leave and sabbatical applications and make recommendations.
 - Dean Good mentioned that we are engaged in the strategic planning process. We're very hopeful that the college is going to be fruitful in the next round or proposals and OER is working with our two colleagues who are engaged in the feasibility study process.
 - Thank you, OER is existing to serve all the happenings here in college of education. If you have any questions or need more information you can reach out to our office, we are always ready and willing to assist.
- Associate Dean Erica McCray
 - We are continuing with faculty searches across the college.
 - Math ed has finalized a visit with a finalist for that position.
 - School psychology is extending invitations to candidates to come to campus over the next month or so.
 - Higher ed has finalized a shortlist of candidates that they'd like to bring to campus.
 - It does still leave about 12 other searchers, but we have made progress.
 - As far as staff retention, pre and post award has had some transitions, and have searches intending to increase capacity there. EduGator Central is also searching for an office manager to replace Leia Pierre. At the college level there's been a search for a building facilities specialist—With a hired a facilities specialist/ building manager who will start October 27th – Hector Silva provided this update.
 - Prepare your doors for the decorating contest being held on Friday – trick or treating is the recess this month. Typically, recess is on the last Wednesday of the month for faculty and staff but because of baby gator not coming for Halloween it will be on Friday along with the door decorating contest. We are hoping to have treats for everyone and hope you will come festive and ready to participate.
 - Related to inclusive excellence, we're still awaiting guidance from the Board of Governors. We were told by general counsel that their next meeting is in November.

- The areas that we are most interested in learning about relate to requirements from certain funding agencies. Federal grants and state contracts that have language that requires content specific to DEI.
 - The other component is accreditation requirements for specific programs.
 - Be mindful of what might be considered potentially challenging and if you feel like there's a question or concern let me know so that we can talk about it, and I can request support.
 - UF International Center (UFIC) has been working to expand faculty opportunities, there's an application period open for Global Fellows, global fellows are about experiential learning activities to support and develop faculty.
 - Virtual exchange which is more about connecting our students and students in different contexts and includes nominal professional development funds. If you're interested in that, the application goes directly to UFIC; it will be linked in the update tomorrow as well.
 - International Education Week is coming up the week of November 14th. look out for the activities posted at the college. November 17th will be hosting UFIC's international trivia event. If you are interested, you can put a team together.
- Interim Associate Dean Elayne Colon
 - *Notes shared via email:
 - A team from EduGator Central participated in the Florida Association of School Personnel Administrators (FASPA) conference last week to table and connect with HR representatives from all Florida school districts. The purpose was to promote all of the College's online programs, and many great connections were made over the two days.
 - EduGator Central will host the Graduate Pathways Fair this Thursday afternoon from 2:30-5:30 in the Norman Conference Center. This recruitment event will feature the College's graduate degree programs. There will be food and prizes. If you are not already scheduled to attend, please plan to stop by if you are in the building.
 - Reporting season is well-underway. The US News for Online Programs report is due in early November, and we anticipate receiving the request for the US News survey of our Graduate Programs later in November. Thank you to those who have responded to requests for information or data related to your program areas and the tight turnaround time for some of those requests.
 - A reminder we will have a CAEP virtual reaccreditation Site Visit March 18-20, 2024. We anticipate receiving the Formative Feedback Report from CAEP any day. This report will detail the site visit team's preliminary findings and questions based on the Self-Study that was submitted last summer. We will have to respond to this Formative Feedback Report by December and may be circling back to state-approved programs for additional information soon.
- Dean Glenn Good:
 - Global Education Deans Forum: I have just returned from the Global Education Deans Forum (GEDF) which is comprised of approximately 30 Deans selected by invitation from the best Colleges of Education drawn from around the world.
 - Observations from GEDF included:

The teacher shortage is a worldwide problem, not just a US problem. The few nations reporting robust interest in the teaching profession (e.g., Singapore, China, UK) reported that teachers are valued, respected, and reasonably compensated in their countries. Three presentations out of about 20 mentioned ed tech and AI (UF was one of these three), colleges that were not engaging with them expressed concern that they were falling behind in considering and exploring how technology is going to transform teaching professionals.
 - UF RCM Budget Model: We are still awaiting notification about which RCM budget model and associated metrics UF will adopt for the next fiscal year. There are two models on the President's desk and one model yields a more favorable outcome for the COE than does the

other. In the meantime, we are being fiscally conservative in case the less favorable model is adopted.

- UF Strategic Funding Initiative: We had two proposals approved from Pasha Antonenko and Tara Mathien. We also had two projects identified for further consideration via Feasibility Studies that had been submitted by Joni Splett and Angela Kohnen.
- Raises: The President is reported to be pretty firm about not going over the 3% merit raises being allocated for the UF core personnel. Hopefully raises can be negotiated and implemented as soon as possible.
- Hector Silva, Director of Finance
 - Goal today is to share the proposal and do a little bit more than we've seen in the past and introduce how the foundation fees work.
 - Shared slides
 - Mr. Silva reviewed possible funding models.
 - Most of our funding costs more than 50% of our funding.
 - Next slide shows how RCM taxes work for assessment and the new enrollment study.
 - Foundation fees are separate from the ABC taxes. There is a 5% one-time only fee from the foundation for endowments plus a 1.35% annual fee.
 - The bigger the gift the less the one-time fee.
 - The smaller the fee the greater the one-time fee will be.
 - Fiscal 24 was a good year we had incremental funding the state, one was block grant funding based on 50% agreed by the publisher and 50% of research expenditures. Within that 70% of that labor came out as unrestricted discretion. And 30% came as the person who would like to see what they're spending.
 - College did very well on strategic proposal, we have awarded two proposals and hope to be awarded more.

Committee Updates/Reports

- Budgetary Affairs – TBD
 - Chris Redding: We met virtually once; full meeting will be held in little less than a month from now.
 - Nothing to report as of now.
- College Curriculum – Ben Skinner
 - Information relied by Dr. MacSuga-Gage
 - Info Item - CCC & REM Methods Policy & Procedure document shared (*Note this is a policy and process document – the voting on policy and procedure itself was completed in prior academic years at FPC – That history can be found in the document).
 - The document is complete pending logistical revisions to the final submission process (this is being worked on in conjunction with Dr. Colon and Ms. Cook in Edugator Central; The purpose of sharing this document is to inform everyone of the policy, procedure, and history.
 - Dr. Skinner created this document encompasses everything we have talked about for the last two and half to three years related to looking at non-REM methodology courses counting as methodology course with respect to college research methods requirements.
 - The first part of the document reviews the history of this process and engagement with faculty surrounding this issue.
 - This document was created by reviewing prior FPC meeting notes, speaking to various FPC leaders (present and former)
 - Per the ad hoc committee that conducted the review of non-REM courses for consideration AND made recommendations for a permanent structure to

facilitate review moving forward, this document summarizes the recommendations from that committee that were voted on here at FPC during the April 2023 meeting.

- To that end, Dr. Skinner has worked with Edugator Central and the CCC administrative team to identify a concrete process for submission links, you can find information at the bottom of the document that was shared. Work to finalize the process is in the process of being completed and the goal is to have that ready for the next round of CCC submissions in November.
 - Issue raised regarding some of the terminology on the document, specifically as its being implemented with the use of REM within the title.
 - Discussion points being raised around how this policy is being communicated or as its going to be implemented or as its going into that implementation state, what would it look like.
 - Discussion over why only non-REM courses need special approval
 - Clarification: A non-REM course is a course that was not created by REM but is being used to teach methods in other programs but would like to be considered as counting to meet requirements.
 - Clarification: Non-REM is language from the original ad hoc committee who was trying to distinguish types of courses. Prior to that a formal process to approve programs that weren't from REM only existed via exceptions, processed through the associate dean (e.g., Nancy Waldron at the time). However, courses typically counting for this requirement originated in REM
 - Issue: on the bottom of page 3 when its talking about post admission process after its been submitted to "REM course for non-REM course", it says, "the college curriculum committee (CCC) Executive Committee will reach out to the HDOSE school director informing them a course that's been submitted for approval as a non-REM course in order that the REM faculty can consult with the appointed to each of those CCC reps". What about the rest of the college and our influence about the quality of the college level research methods course.
 - Discussion: in the original ad hoc committee was formed, people were worried there wouldn't be enough vetting of courses via all schools with interest in them, and that it wouldn't go through everyone, to that end, the ad-hoc committee and FPC decided to install the process in the CCC to make sure it was still something that was attended to. We could change that language and we can do that for every single school director every single time it appears in the document. (i.e., to directly inform all school directors to attend to any courses seeking to count to meet methods requirements).
 - Discussion: Informing all directors would ensure that all our colleges are looking at all of our methods courses. If that was said, the CCC executive committee will reach out to the school directors informing them that a course has been submitted so they can inform faculty to pay attention to it.

- Discussion: The goal is to make sure that notification occurred so that didn't happen since its being institutionalized through CCC. Informing all directors would be fine since doesn't change the spirit of the process/policy already established. Anyone can attend CCC meetings and is encouraged to do so to share their opinions regarding curricular matters related to and irrespective of this process.
 - Discussion: the point was to open up required methodology courses to courses beyond REM
 - Question: Does that mean that any course that REM wants to create would be automatically approved as a college research course?
 - Discussion: As written, yes.
 - Question: Page 3, 3 conditions are listed, but none are assuming that there might be a new course seeking approval. Shouldn't all courses be at the college level, and nothing should be assumed that its automatically on the list as a new course (even REM courses)
- Outcome: Ashley MacSuga-Gage and Ben Skinner will revise and disseminate this process again. We want to make it as usable as possible; we can refine but we want to make sure things are moving along for everyone. There are courses that are just sitting and have not been able to move forward. We will refine and change language per this discussion.
- Please note, the deadline for CCC submission review of new courses/revised courses is October 30th. All remaining CCC meeting dates and submission deadlines can be found on these notes/in the FPC monthly agendas or via emails.
- Diversity & Inclusion – N/A – inactive due to 2023-2024 law/policy in the state of Florida
- Faculty Affairs – Tiffany Aaron
 - Proposed Progress toward Promotion (PtP) for non-tenure track faculty review of policy document proposed by Faculty Affairs Committee.
 - Background: This came up last year with an update to the collective bargaining agreement
 - This document is being presented for your consideration due to the charge issued to the faculty affairs committee last academic year.
 - Purpose: this policy will essentially cover faculty who are in non-tenure track- [clinical, assistant, lecturers, mentors, scholars] lines. It requires a comprehensive review in advance of their promotion. This review will occur in the third year of employment and provide a thorough evaluation of the candidates' progress to promotion and provide them with detailed feedback [example: going from assistant to associate]. It aims to put in place procedures that will assists candidates in meeting promotion benchmarks/requirements.
 - The process will begin when the faculty member and the school director have agreed to complete the PTP review process.
 - The school director will provide the faculty member with the criteria and process for the progress toward promotion review.
 - The candidate will then complete the promotion packet.
 - It will address the areas assigned to them [example: heavy research assignments will provide evidence for research and scholarship domains; heavy teaching will provide evidence of teaching]
 - Deadline will be February 1st of the year of review.
 - School faculty may consider allotment to specific assignments (pg. 2)

- Secret ballot vote. Based on input, the school director will draft a letter to the candidate within two weeks, and identify area of strengths and weaknesses, and make clear recommendations on how they can improve.
- The candidate packets, along with the director's letter, should be shared with the dean, who will also write a letter assessing the candidates PTP.
 - Within four weeks the directors will meet with the candidates to discuss the details of the PTP review
 - Copy of the letter will be placed in the candidates personnel file
- Discussion:
 - Similar to the process tenured faculty go through, but this codifies that so there is something they can recognize [an issue in the past for non-tenured faculty has been trying to figure out what this looks like and what they can do to make sure they are moving towards the right direction].
 - Comment: compared the PtP with the earlier policy for tenure track. One of the primary differences is in having the Dean have a larger role and writing a letter (not done for TT). It feels to me that this process was primarily to provide feedback to faculty while allowing constructive criticism that was fewer high stakes than the final tenure decision. Oddly to me, the Dean letter makes the PtP process for non-tenure track faculty seem higher stakes than for TT faculty process.
 - Comment: concern around the number of letters being written during this proposed PTP process. Other faculty agreed and asked that Dr. Aaron connect with the committee to ask why this was the policy and if there was any reason it could/should not align with the tenure track version of the same policy/procedures.
- At this time, FPC decided that voting would not occur until an answer was provided by the committee regarding the number of letters.
- Pending what committee says, FPC will circulate a draft of the policy college-wide with the goal to move to vote on this item at the next FPC meeting and/or electronically via Qualtrics.
- Lectures, Seminars & Awards – Valentina Contesse
 - The LSAC committee has met once to set goals for the year.
 - LSAC has reviewed submissions for the 2023 International Educator Award and provided our recommendations to the dean.
 - 2023-2024 Teacher/Scholar of the Year applications are due Nov. 13. LSAC will review this submission set at the end of November.
- Long Range Planning – Ahmad Rahimi
 - We met one time, communicated to select chair which is me, we will meet at the end of October to talk about charges.
 - Two main charges this year
- Research Advisory – TBD
 - In our constitution it says that the representative has to be an appointed FPC representative - Anthony Bothelo volunteered to serve in the capacity to communicate information to this group.
 - This committee is requesting someone from FPC who in on the list that school directors appointed to FPC.
 - Update—the committee met once and will need to set a schedule.
- Technology & Distance Ed – Katy Chapman is our FPC representative Helena Mawdsley is the Chair
 - We have met and set schedule, number 2nd next meeting (November 2nd net weekend)
 - Discussed goals, last year they focused on recruitment and now we will focus on retention.
 - Exploring how faculty may address AI generated studies that students submit.

Updates (As Needed)

- Faculty Senate
 - Emails from Dania Wright indicate that she has continued to advocate on behalf of the faculty at the faculty senate for transparency and equity in this post-tenure review process.
 - We are in a holding pattern while we wait for more information on the post-tenure review process.
 - The union has sent out emails to sign up for edues. UPDATE: As of October 20th, anyone who did not sign up for edues was dropped from the union. To re-enroll they need to sign-up immediately. The union is currently at about 40% signed up and we need to be at 60% to keep our union. If this is something that matters to you, and the collective bargaining agreement is something that matters to you, and you want to have the protection and voice you need to switch over your dues because it will not count if you don't.
 - If you are not a union member you may still sign in favor of the union. We must show that we have at least 60% interest – this needs to be in the form of “wet” signatures – contact Ben Skinner or myself if you wish to sign these forms. Please note that signing the forms does NOT mean you have to also sign up for the union it simply means you agree that an opportunity for a union should exist. The outcome of this would serve to provide the union with another year to gain registered members and hold the CBA in effect until that time.
- Shared Governance
 - Anything that you would like for Ashley to find out about at the university level, you can reach out and she will connect with the shared governance group to obtain further information/share your thoughts, concerns, and/or questions.
- Other
 - Elections committee- Thank you to those who voted for our Sabbatical, PDL, and Elections committee representatives for the 2023-2024 academic year. Also, thank you to the faculty who have been elected and will serve in this capacity.

Discussion and Action Items

- Elections Committee Results:
 - HDOSE: David Therriault & Helena Mawdsley
 - SESPECS: Hannah Matthews & Lea Purvis
 - STL: UPDATE: Blake Beckett will serve in place of Caitie Gallingane due to a conflict & Wanli Xing
- Next meeting 11/20/23 - AI Focus - Please encourage Department Chairs/Associate Directors/Grad Coordinators etc. to attend - important info to bring back to units!
 - Bring anyone who needs/wants more information in AI, and/or send school directors.
 - Goal is to talk about it with faculty, we all have varying knowledge on AI, what needs to be on your radar so you can communicate back to folks in your school.
 - No December Meeting
 - Associate Dean Dr. Thomasina Adams- Wanted to put on the radar early FPC finishes work in late spring, however, during the summer there is a need for faculty activity and engagement to continue to support awards. To that end, committee activity is needed during the summer (i.e., 12 months not 9 months) to ensure faculty voice in all award processes (including during summer). Dr. Adams noted that, in the past:
 - We have used the existing LAC or existing committee members to fill in over the summer.
 - Ashley said that she needs to look into the constitution, 9 months versus 12 months.

- School directors need to let us know who is going to serve on the committees, ongoing process through September, [turn over, grants, variety of reasons].
- It is important and a good idea – FPC will follow-up.

Adjournment

Motion Adjourned by Kathy Chapman 3:33pm, Angela seconded with no objections or abstentions. The motion passed unanimously.

Please see all FPC, CCC, and COE Faculty meeting dates on page 2 of this agenda!
2023-2024 FPC, CCC, and COE College Faculty Meetings

Date & Time	Type of Meeting	Location
November 20 2-4 pm EST	FPC Regular Meeting	2021 Norman (Rosenberg Room)
No December FPC Meeting		
January 29 2-4 pm EST	FPC Regular Meeting	2021 Norman (Rosenberg Room)
February 19 2-4 pm EST	FPC Regular Meeting	2021 Norman (Rosenberg Room)
March 18 2-4 pm EST	FPC Regular Meeting	2021 Norman (Rosenberg Room)
April 22 2-4 pm EST	Spring Faculty Wrap-up – FPC Regular Meeting	Norman Conference Center

CCC Meetings will be held via Zoom at the following

link: <https://ufl.zoom.us/j/94638643699?pwd=d01VZlhxZmU2NHJtWDRxOTd0YmIMUT09>

New course submissions via AFT: <https://education.ufl.edu/committees/college-curriculum/forms-and-process/>

*** (Please note that these are different than what is currently – as of 8/21/23 - on the COE website, which will be updated shortly)*

Date & Time (EST)	Type
Fall 2023	
August 28 by 11:59pm	New Submissions Deadline
September 11 at 2-4pm	CCC Meeting
September 25 by 11:59pm	New Submissions Deadline
October 9 at 2-4pm	CCC Meeting
October 30 by 11:59pm	New Submissions Deadline
November 13 at 2-4pm	CCC Meeting
November 27 by 11:59pm	New Submissions Deadline
December 11 at 2-4pm	CCC Meeting
December 18 by 11:59pm	New Submissions Deadline
Spring 2024	
January 8 at 2-4pm	CCC Meeting
January 29 by 11:59pm	New Submissions Deadline
February 12 at 2-4pm	CCC Meeting
February 26 by 11:59pm	New Submissions Deadline

March 25 at 2-4pm*meeting moved to accommodate Spring Break	CCC Meeting
April 1 by 11:59pm	New Submissions Deadline
April 8 at 2-4pm	CCC Meeting