

Mission

The Faculty and Professional Committee is responsible for recommending policy on all matters on campus relating to culture of the campus, and the welfare of the faculty and professional staff; except for those matters which contractually are the responsibility of the union representing the faculty and professional staff. This committee also serves as an advisory board for the President of the College.

Meeting schedule

- Minimum of once a month during academic year
- Week prior to campus forum
- Possible e-meetings in addition to scheduled meetings re wording of documents, voting on issues

Procedures

- Monthly minutes to college senate executive committee
- Minutes to president, administration
- Minutes to other standing committee chairs
- Plan, execute, evaluate one campus forum each semester
- Report to college senate regarding campus forum plans and any action taken by the committee with regard to culture of campus
- Take appropriate action regarding input from college senate and college community
- Act on recommendations from College Senate
- Consult with Faculty Development Committee and UUP regarding issue boundaries and guidelines
- Chair writes annual report for college senate and for the senate archives
- Determine campus forum topics
- Solicit co-sponsors of forums -- will assist with panel, publicity, expenses and expertise

Events as responsibility of committee

- Schedule, plan, execute and evaluate two campus forums -- one in the fall semester; one in the spring semester
- Campus forum topic is to be determined the semester prior to the forum
- Offer to co-sponsor with Faculty Development Committee and VPAA if forum deals with issues pertaining to these offices
- Offer to co-sponsor with any other appropriate groups on campus based on issues
- Schedule space, sound, refreshments
- Develop short speaker application [optional]
- Develop loosely woven plan for forum [leaving room for spontaneity]
- Develop evaluation form for forum distributed as individuals enter the room [optional]
- Work with co-sponsors on publicity and expenses
- Chair, or designee, will facilitate the forum
- College Senate Chair or Vice-Chair will deliver welcome and comments regarding issue
- Officers in co-sponsor groups will be invited to serve on panel or assist with discussions

Suggested planning schedule (note that forum can take many forms -- adapt suggestions to format)

- Date, room scheduled at beginning of semester; administrators informed and scheduled for welcome
- Possible co-sponsors invited to participate
- Call for speakers at the beginning of the semester
- Committee will meet right after deadline to determine panel composition
- Panel members are informed of procedure
- Publicity generated [listserv, flyers, campus newspaper, campus report]
- Signs requested
- Evaluation forms distributed to attendees
- Campus forum takes place with gentle direction by facilitator -- if discussion is lively, it will be allowed to continue until repetition of points
- Collect evaluation forms
- Provide report on forum to senate and campus community, including approximate number of attendees
- Thank you letters or emails to panel members, co-sponsors, persons involved in scheduling
- General thank you to campus senate and community, reminding them of the next forum topic

Ongoing diary of events for future reference

Projects for 2002-2003 academic year

1. Fall forum "Envisioning Fredonia in Five Years: A forum for discussion". Approximately 35 people attended. Compiled notes into a report to the College Senate. Worked with President, VPAA to direct suggestions to appropriate departments.
2. Spring forum for junior faculty/newly hired professionals: "How are we doing?" Will use discussion notes as report for incoming VPAA.
3. Suggestions for faculty applying to serve as Coordinators of Academic Programs. Developed a list of questions, points to consider
4. Worked with EAP, Human Resources Office to develop a link on the SUNY Fredonia website advising new hires of daycare, adult care, family services in the FSU area.
5. Worked on the Task Force recommendations for evaluation of faculty teaching.

Notes from Spring 2002 meetings -- will serve as history for committee

- The committee was established in late January, and began meeting in February.
- The committee meets monthly, with the exception of May -- we are meeting twice.
- In between face-to-face meetings, we conduct e-meetings regarding details, documents and policies/procedures
- We will wait to create a subcommittee on research and creative activities until something concrete develops regarding those committees responsible for Scholarly Incentives, Release Time, etc.
- We have a draft of the Policies and procedures manual for the committee. We will update the draft as we work through the first two campus forum events. Future committee members will then have a timetable and framework for planning, executing and evaluating each campus forum, as well as the recommendations and bylaw instructions concerning committee responsibilities.
- Upon completion of a final draft of the document, it will be forwarded to the Governance Officer and

the Executive Board for their approval. We are not sure whether policies and procedures are posted on the website or not, but they should at least be available for perusal by all interested individuals.

- We are beginning to plan the Fall 2002 campus forum "Envisioning Fredonia in Five Years". We will ask the Faculty Development Committee and VPAA to co-sponsor the event.
- Following the campus forum, the committee will draft a report to the senate and the campus community based on evaluations, discussion, and key points.
- The chair has contacted the UUP Executive Board and the Director of Faculty Development, thus beginning to establish boundaries as well as avenues for collaboration.
- The committee will keep a "membership history" which will be included in the Policies and Procedures document. This will be forwarded to each newly-elected member of the committee. The membership history will include each member's name and term of office, officers for each academic year, and each member's campus division or department.

This will begin to establish an archive of committee membership for reference.