

**Academic Senate Executive Committee  
03 December 2013**

**Minutes  
(taken by Leona Hebert)**

**Called to Order** – 11:00 in FCR

**Members in Attendance:** Steven Browne; Jonathan Fischer; Nipoli Kamdar; Scott Powell; Cynthia Trevisan; Michelle Van Hoeck; Nael Aly; Gerald Jakubowski; Mollie Mcquiston

**Guests in Attendance:** Steven Runyon; Michael Strange; Jason Wenrick (via phone)

**Report by Chair:**

Steven Browne will be in Long Beach for Council of Academic Senate Chairs on 5 December.

Jonathan Fischer will conduct an MPM Department Chair election before the end of this semester to replace Timothy Lynch (when official).

**New Business:**

**Talloires Declaration (Guest: Steven Runyon)**

The ad hoc committee on the Talloires Declaration recommends that the President sign the declaration. A draft statement of the committee's recommendation was presented.

The executive committee provided feedback to the committee. The committee will assess and report at next week's Academic Senate Executive Committee Meeting and also will provide actual wording from the Talloires Declaration.

**Instructional Technologist Position (Guests: Michael Strange and Jason Wenrick)**

There were 4 candidates and none met our needs for "faculty support". They all were more "back room IT support". Mike was not involved in the writing of the job description.

The committee explored several options to increase IT support for academics. Some of the options discussed were as follows:

- Hiring two IT people, one for direct faculty support of LMS and one for managing the technical aspects of hardware, software, labs, etc. It is not likely to happen this fiscal year.
- Cynthia Trevisan – Offer position to Greg Crum – for more money – all agree that he was most helpful with Moodle – for students and faculty.
- Approaching Greg Crum regarding returning in a consulting role (or, full-time).

Jason Wenrick reported that the job description will be rewritten and reposted and that a higher salary will be offered. The committee requested that Jim Burns, Dean of Extended Learning, and faculty should participate in the writing of the job description and the hiring committee.

Jason will attend the next Senate meeting to address the faculty concerning IT issues.

#### Academic Calendar:

Steven Browne presented the proposed Academic Calendar for 2014-2015. The Coast Guard exams would begin on the 1<sup>st</sup> day of classes in January 2015. Faculty will be asked to excuse testing students that week. The committee is asked to provide feedback on the proposed calendar this week. The Academic Calendar committee would like to present the proposal to the President next week.

#### Senate Budget:

Because the Senate won't be conducting a retreat in January, the money budgeted for the retreat can be used for other purposes. The committee decided not to use it to provide lunch at the Senate meeting scheduled for December 10<sup>th</sup>. The budget discussion will be revisited in the Spring.

#### Agenda for Senate Meeting:

The committee was asked to send suggested agenda items to Steve Browne via email.

#### Minutes:

The minutes from the November 26, 2013 Executive Committee meeting were approved unanimously.

**Adjourned** – 12:15