

**Academic Senate Executive Committee
Agenda
06 April 2011**

- I. Call to Order
- II. Approval of Minutes: Executive Committee, 23 March
- III. Report by Chair
- IV. Report by Vice-Chair
- V. Announcements
- VI. Standing items:
 - a. Policies
 - i. Policy on Policies – Open (Being reviewed by Executive Committee)
 - ii. Review of Academic Administrative Employees – Open
 - iii. Appointment of Academic Administrators
 - iv. Department Chair Appointment and Review - Open
 - b. Faculty Handbook – Open (Draft under review)
- VII. Informational items
 - a. Council of Academic Senate Chairs
- VIII. Old business
 - a. Senate reorganization
 - b. Policy 521 – Selection and Review of Department Chairs
 - c. CMA Boards, Councils and Committees
- IX. New business
 - a. Commencement
 - b. Academic Dean / Registrar
 - c. ME department chair search
 - d. Appointment of Academic Administrators policy
 - e. 19 April Senate meeting
 - f. Other issues of interest to the committee?
- X. Adjournment

Academic Senate Executive Committee Meeting Minutes
April 6, 2011

Present: Browne, Chisholm, Bolin, Massey, Snell, Jakubowski, Cartee
Absent: Schmid

- I. Call to Order
- II. Approval of Minutes: Minutes of March 23, 2011 were unanimously approved.
- III. Report by Chair: Tabled.
- IV. Report by Vice-Chair: Tabled.
- V. Announcements:
 - a. Faculty Handbook. Lloyd Kitazono was asked to write a statement about field trips for the handbook; specifically, that faculty give a week's notice to the campus community (rather than 24 hours, which has happened recently). Cartee: For athletes, sometimes the decision as to who is going to a conference isn't made until a few days prior. This has implications for the Corps and other programs as well, not just faculty. Committee decided to write a statement (not a policy) for the faculty handbook.
 - b. Senate Chairs Meeting. Tomorrow is the meeting of the senate chairs in Long Beach. Browne has decided not to attend, because it's about \$400-500 in travel expenses, and also conflicts with the next meetings of both the President's advisory council and the Provost's academic council.
- VI. New Business:
 - a. Commencement: Should students who will graduate in December be allowed to walk in the spring prior? Discussion: What about students who finish early? The President is adamant that they don't walk. Jakubowski: Rose-Hulman students walk, but in a second group, and are listed separately in the program. Perhaps we should try this for one year. Chisholm: The limit on units left or finishing date should be a firm one if we are going to do this. Committee agreed that Jakubowski should go forward with this.
 - b. Academic Dean/Registrar (J. Jakubowski): Academic Dean Steve Kreta was promoted to Associate VP of Academic Affairs, ME Chair Steve Pronchick was appointed interim Academic Dean, and registrar George Gilmore has resigned. Jakubowski: The grapevine seems to be saying that S. Kreta's job duties are the same as before. They are not. S. Pronchick will report directly to me. S. Kreta will report directly to me, but will be in a support role. The latter is a staff position, not an operational position. There will be no direct contact with faculty or hiring, or RTP. Q: How will we replace S. Pronchick's courses? He was only teaching two courses, but his replacement will also lose two courses. Jakubowski: During this budgetary crisis, we are trying to combine positions as much as possible: Laura Layton's, for example. She is now half HR, half academic affairs. We are trying to protect faculty jobs as much as possible. Regarding George Gilmore, it was a shock that he was leaving. He was doing a fantastic job. Everyone liked George. He has done a great job training Debbie/Dana/Leona, etc., so we should be able to continue with the innovations in scheduling.
 - c. ME Department Chair. S. Browne is soliciting nominees and will generate a ballot. It was agreed that ME should elect an interim chair, and then if S. Pronchick wants to return and serve out his term as chair, great.
 - d. Department Chairs' Review Policy: Some wording was changed in department chairs policy to reflect the optional nature of chair evaluation. A few other minor wording changes were suggested, and the policy was unanimously approved by the committee.
 - e. Recruitment and Review Policy of Administrators: Though there has been no feedback from the President yet, J. Jakubowski said that the President was generally in favor of the policies. Jakubowski will discuss it further with him.

VI. Adjournment: Meeting adjourned at 10:00
Minutes respectfully submitted by Julie Chisholm