

## Executive Committee Meeting 03 September 2013

Attending: T. Cropper, M. McQuiston, N. Kamdar, S. Powell, J. Fischer, S. Browne, J. Jakubowski, J. Chisholm, C. Trevisan, N. Aly, M. Van Hoeck, M. Holden.

Minutes approved from 19 August meeting.

Report by chair:

President's weekly coffee meeting running, some details to be determined (announcements, coffee)

Name: President's Coffee Hour, location: tec building

Monthly lunch with executive committee starts 9/4 11am

Class scheduling: Nael and Evelyn are working to make a better process. Evelyn suggested an Ad-hoc committee for spring, with a representative from each dept.

Comments: Chairs should do this.

Academic Dean: chair meeting can handle it, it's an evolving process.

Comment: Student input is valuable; Mollie can provide (survey?)

Vice Chair:

Committee membership: Julie made a spreadsheet, it's out of date, lists more than 70 committees. No central location for this data. No database solution right now. Proposed solution:

1. Solution will keep track of just standing senate committees (add more later if desired).
2. Vice chair will send blank spreadsheet to committee chairs, get response, put on portal. Similar to minutes: flat pdf of data.
3. Data to be posted on portal where curriculum committee has an existing link.

Provost: administration reviewed all committees except senate's (how many committees, who is serving: goal to try to reduce and spread load). Jerry last spring sent email asking senate to review our committees (with list). At least 1 senate committee is now under president (cruise planning). Next Monday's president meeting will list committees.

Comment: Senate bylaws list the standing committees, committees can't be removed except by changing the bylaws. Executive committee deactivated library committee last year.

Comment: Cruise committees created by administration and senate must have same goals if senate is to dissolve theirs.

President: Administration project created a word doc that lists committees, an excel spreadsheet with membership. Doesn't include senate committees.

Library collects syllabi electronic/paper versions, would like to put them online.

Question: Are faculty comfortable making them public? Library will create an institutional repository—make it public, or keep it to campus?

Vice chair would like to see the entire senate address this question.

Comment: Available to the public, no. Available to the faculty, yes.

Vice chair: hard to limit to just faculty, it could be campus or public.

Comment: Are there public parts of the syllabus?

Student Comment: students won't need much access to these.

Report by Student member:

Orientation went well, new class of students looks good.

Standing items:

Policies: Review of academic administration employees: status is unknown (Sent to President, maybe not signed?)

Academic integrity policy: President said he signed everything he was sent, this has not crossed his desk.

Chair: Propose to add GE committee to standing committee list, more things to come.

New business:

Secretary will restart RTP election.

Are FERP faculty eligible for RTP committees? Need approval by president: before or after ballot? Chair and Cynthia will talk after meeting.

3<sup>rd</sup> space: Union has offered to subsidize 50% of coffee card cost. President's coffee hour might work better at dining center after it opens. Dean's office has coffee from Darian, she takes donations. President: wants faculty to have a space, is proposing a coffee shop in the new version of the old dining hall, for a faculty hangout.

Student Evaluations: Sample form from Cynthia and Julie for last semester only. Place to dump data, still working on formatting. Each faculty will get a copy, calculates mean scores, mean of means. Faculty will be entering their own data from Darian.

Comments: How to train faculty?

Comment: demonstrate in meeting as well as a training document.

Comment: averages are meaningless, we should eliminate. Send comments to Julie.

Provost: Inauguration- generally where a new president states vision and plans for direction to take us. Take the message from all-hands to a larger community. Goal to get people excited and engaged, fundraising. Other influential people will be at inauguration (campus presidents, politicians, etc).

Comment: we have heard what we will do but less about why.

President: Inauguration must be about the institution. Goal to show off campus/faculty/etc, show how others can help us. He will work on why. Bobby King and Jerry are also working on the message.

President: Jackets available for faculty/staff. Unity council is meeting. There will be a talent show in spring for fac/staff/students. Bus service is running. Leadership task force charge was presented to the executive committee. FC3 is shaping up. Come to the dance Friday!

Prepared and respectfully submitted by Mike Holden.