

MINUTES
FACULTY SENATE EXECUTIVE COMMITTEE
OCTOBER 28, 2003

ATTENDANCE:

CHAIR: Mike Galloy
VICE CHAIR: Vacant

SECRETARY: David Johnson
PAST CHAIR: Tom Allen

PRESENT: D. Albrecht, M. Decker, L. Koepke, A. Ramage, D. Tyson, N. Weckmueller

EXCUSED: S. Cole, B. McAlister, K. Parejko, R. Rothaupt

I. Call to Order – 2:35 p.m.

II. Announcements and Information – Chair Galloy stated that there were no administrators that could attend the meeting. He noted that the Faculty Senate would meet in the Glass Lounge on November 4.

III. Minutes of October 7, 2003 (Attachment 1)

Motion: Johnson/Ramage moved to approve the Minutes of October 7, 2003.

Vote: Passed unanimously.

IV. Chancellor's Report – no report.

V. Vice Chancellor for Academic Affairs' Report – no report.

VI. Vice Chancellor for Administrative and Student Life Services' Report - no report.

VII. Committee Reports

Committee chairs are requested to give oral reports to the Executive Committee and prepare brief written reports for Faculty Senate meetings. Committee chairs who are not Senators need not attend Senate meetings unless there are specific agenda items from their committee on the agenda. Reports should be submitted by e-mail to Joy by noon on Thursdays. All standing committee chairs are expected to attend the Executive Committee Meetings, since they are voting members of the group.

A. Curriculum & Instruction (Steve Cole) – no report.

B. Educational Activities (Donna Albrecht) – Lou Miller distributed the 2005-2006 calendar to the group and explained that EAC made one major change to the original calendar—by scheduling a two-day Spring Holiday for the year. He noted that this time used to be called “Easter Break.” Miller also explained that Provost Sedlak had sent EAC a directive for them to consider eliminating Advisement Day for fall semester, eliminating Evaluation Week in the spring, extending the number of days for students to get their laptops, shortening the time between the arrival of students and when classes began, re-examining Professional Development days, and having equal days between semesters. Miller explained that the laptop rollout was dealt with in a meeting with Jane Henderson and Joe Brown. He also noted that he reviewed other calendars from other campuses and discovered that Professional Development days were unique to Stout. No other sister institutions have this on their calendars. A survey will be conducted to determine the elimination of Advisement Day in the fall. Much discussion ensued regarding the other areas that the Provost asked EAC to address.

Motion: Albrecht/Ramage moved to bring the 2005-2006 Academic Calendar to the November 4 Faculty Senate Meeting.

Friendly Amendment: Tyson recommended that the document be amended to remove the words, “Professional Development,” from the beginning of each semester.

Vote (as amended): Passed unanimously.

C. Elections (Tom Allen) – Allen explained that nomination forms were sent out to all faculty for

openings on the Faculty Senate; the deadline was November 7.

D. Finance Committee (Ned Weckmueller) - Weckmueller explained that the committee met and rewrote the bylaws to revise their membership according to the charge from the Faculty Senate. Any changes to the committee's mission could be addressed by the new committee, after elections were held. He noted that the group had some discussion on whether the members needed to be tenured or not, but agreed that they should be in order to avoid people feeling intimidated when discussing issues with administrators. Membership was revised to eliminate the past chair of the Faculty Senate and to have only one member a Senator. Weckmueller said that the item could have two motions at the Faculty Senate Meeting: the first to approve the bylaws and the second to hold the elections as soon as possible. Koepke offered a friendly amendment to the bylaws—to change the membership from ten to eight voting members and one ex officio. The Executive Committee recommended having the elections completed by the end of the semester. This item will be placed on the November 4 Agenda.

- E. General Education (Ken Parejko) – Beckham reported for Parejko and said that GEC met on October 9. The committee was discussing getting the General Education courses on-line, as well as examining their bylaws relating to the Graduate Education Committee. She noted that Assessment was moving right along, with the committee gathering assessment data from all units and found them wanting. GEC was examining the assessment plans and discussing how to get the message out and work with instructors and categories concerning the teaching of the General Education classes. Beckham said that GEC was also considering asking the Provost's Office to administer the ACT cap for certain kinds of assessment. One issue that was suggested was if there could possibly be an Assessment Day for underclassmen in the spring of each year. Allen recommended that it could be given in conjunction with Advisement Day.
- F. Personnel Policies (Anne Ramage; Attachment 2) – Galloy distributed the October 27 PPC Report to the group. Ramage explained that they met on October 22 and discussed promotion and job performance, the timeline for the Dean's Evaluations, and a letter from Katharine Lyall outlining the proposed salary raises for 2003-2005. The report would be placed on the November 4 Agenda.
- G. Planning & Review (Dick Tyson) – Galloy distributed the PRC Report to the group. Tyson reported that PRC met on October 24 and discussed the representation of the School of Education and Graduate Education on the PRC, and the proposed Graduate Education Committee bylaws. PRC will meet again on November 7 to review the General Education components, Social and Behavior Sciences and Technology. The report will be placed on the November 4 Agenda.
- H. Other

VIII. Old Business

- A. Graduate Education Committee Bylaws – Galloy explained that he and Bob Peters would be meeting with the Graduate Council on November 20 to address their concerns and noted that all the Faculty Senate was doing was creating a process where they could participate on the Faculty Senate.
- B. Other

IX. New Business

A. Bylaws of Planning and Review Committee (Dick Tyson; Attachment 3) – Tyson explained that PRC decided to add two more members to the committee by including reps from the School of Education and the Graduate Education Committee. He noted that there could be some confusion with duplication and overlap concerning the program review of courses by PRC, CIC and the Graduate Education Committee. Galloy said that the group would meet with Bob Peters to get everything straightened out and noted that he and Bob Peters would be meeting with the Graduate Council on November 20. It was decided to put the PRC Bylaws (as well as the EAC Bylaws) on hold until after the Graduate College dilemma was resolved.

Ramage asked Galloy when the standing committee bylaws should be completed. Galloy replied that he would like each committee to review them by the end of the semester.

B. Elect Representative to Parking Advisory Board (ballots will be brought to the Faculty Senate meeting) – Galloy said that this election would be done on November 4.

C. Revision to Bylaws of Finance Committee (Ned Weckmueller; Attachment 4) – covered above under Finance Committee Report.

D. Focus 2010 – Galloy encouraged the group to register for more than one Focus Sessions and to vote as often they could, as their voices needed to be heard. He noted that the items also needed to be discussed within all departments on campus.

E. Faculty Representation in Senate – Galloy distributed a draft for representation on the Faculty Senate and explained that the basic sequence was to have a representative from each

department sit on the Senate, and to balance the colleges out with At-Large reps, so there was even representation. He noted that the proposed document showed that one At-Large rep was added to CAS, there was one removed from CHD (due to the new SOE people leaving), added one rep to SOE, removed one rep from Other, and left CTEM alone. The biggest reason for reducing the At-Large (Other) group, Galloy explained, was that most of the Other members were administrators who attend the Senate meetings and could give input. It was agreed to bring this item to the Faculty Senate on November 4.

F. Other

X. Adjournment - 3:45 p.m.

Respectfully submitted,
David Johnson, Secretary

Recorded and prepared by,
Joy Morical