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SALVE REGINA UNIVERSITY FACULTY ASSEMBLY

Minutes of the Meeting of December 2, 2002

Johnelle Luciani, RSM, Speaker of the Assembly, presided.

1. **Call to Order and Announcements.** The meeting was called to order at 2:05 PM.

   The Speaker read a note from Dr. and Mrs. John Quinn thanking the Assembly for a gift sent to their newborn daughter, Cathleen Mary. The Speaker also read a note from Karen Johnson, former University secretary, thanking the faculty for the gift of a camera and the many other gifts she received on the occasion of her retirement.

   Guests are welcome at the Assembly's Year-End Party in May. Departments may invite their adjuncts. (See. Nr. 5 below.)

2. **Minutes.** The Minutes of the Meeting of November 4 were approved.

3. **Treasurer's Report.** About half the members of the Assembly have paid dues so far. The Treasurer will send a reminder to those who have not paid. The balance in the Assembly's account is $2097.47.

4. **Faculty Advisory Committee on Salary and Benefits (FACSB).** The committee's Chair, John Quinn, reported to the Assembly. He began by noting that Elaine MacMillan is the Vice Chair. Matters that the committee will address include adjunct salaries compared to other institutions in the area, co-payments for prescription drugs, dental coverage, and an equity study based on year of hire. This last type of equity study was done about ten years ago. A gender equity study was done two years ago.

   The committee will have its next meeting on December 9. Faculty are welcome to attend or send suggestions.

   The Speaker noted that FACSB's proposals will be on the agenda of the Assembly's February 3 meeting and will be discussed in Executive Session, that is, only with members of the Assembly being present.

5. **Social Committee.** Judith Keenan of the Social Committee announced that there would be a "Winter Celebration" on Friday, January 24. Guests will be charged $15. Karen Johnson will be honored at this event. The Year-End Party is scheduled for May 20 at the Atlantic Beach Club. Guests will be charged $30.

6. **MOTION – Election of the Executive Committee** (The full text is on-line as an Appendix to these draft Minutes.) A Motion was presented to simplify the election procedures for the Executive Committee of the Faculty Assembly so they conform to any general changes in the election process. The Motion would have also deleted a section of the same procedures that disqualify a member of the Assembly from voting in an election for the Executive Committee if that member would not be on the faculty in the following academic year.

   The Speaker called for a paper ballot.

The Motion passed: 46 YES; 1 Abstain; 1 No. The Speaker noted that this Motion would amend the Assembly's constitution. An amendment needs to be passed by two-thirds "of the vote." This amendment was, therefore, approved by the Assembly and would be forwarded to the President. If the President approves, the amendment is sent to the Board of Trustees. If the Board approves, the amendment would replace sections of the Assembly's constitution.

7. **Motion – Buildings Plans for Classroom Spaces.** (The full text is on-line as an Appendix to these draft Minutes.)

> The Faculty Assembly requests the following for the building, rebuilding, and renovation of all spaces used for instruction: (1) Cooperative input from the Faculty Assembly should be a part of the planning process of any major building project that will have an effect on space where instruction is given. (2) In all classrooms the instructor should be able to adjust directly the heating and air conditioning. (3) The noise and the vibrations from mechanical equipment (air conditioning, heating, and fans) should be kept at a low level that allows the instructor and student to hear one another clearly.

There was a brief discussion. The Speaker called for a paper ballot.

The Motion passed: 47 YES; 4 NO. There were no abstentions.

8. **Announcement – Proposed Changes in Business Studies.** Myra Edelstein of Business Studies described proposed changes in the Masters of Business Administration program. She informed the Assembly that written description of the proposal and the rationale for it have been posted on the Faculty Assembly's Web-page. Dr. Edelstein indicated that her announcement to the Assembly was a step in Assembly's Protocol process. She invited faculty to send her comments and suggestions.

9. **Announcements.** The University community was invited to the Art Department's Auction and the History Department's student presentations. Patricia Hawkridge of the Theatre Department announced that the Department's production of Hamlet had made the semifinals for Region 1 of the American College Theatre Festival. If the production makes it to the finals, the play could be given at the Kennedy Centre in Washington.

The meeting adjourned at 2:55 PM.

APPENDIX

Motion: Executive Committee Election

- **Summary:** Simplify the election procedures for the Executive Committee of the Faculty Assembly so they conform to any general changes in the election process. Delete a section of the procedures that reads: "Faculty who have announced their retirement for the next academic year or who will not be employed by the University in the following academic year are disqualified from voting in any part of this election for the Executive Committee."

Please note: This would be an amendment to the Constitution of the Faculty Assembly (2000 Faculty Manual, pp. 102-10).

MOTION: The Faculty Assembly recommends that the Constitution of the Faculty Assembly (Section B.3) be amended as follows:

Change FROM this: Section B.3 **Membership and election procedures**

a. There shall be nine members elected by the Teaching Faculty from nominees and self-nominees. Terms are staggered; every spring, three members of the committee shall be elected.
b. The Nominations and Elections Committee conducts the election process and certifies the outcome.
c. Faculty who have announced their retirement for the next academic year or who will not be employed by the University in the following academic year are disqualified from voting in any part of this election for the Executive Committee.
d. By March 15, at the latest, a nomination ballot shall be prepared and sent to the Faculty Assembly. The nomination ballot shall contain (1) a list of the name of those who are eligible to run, (2) the department and faculty rank or appointment (e.g., Assistant Professor) of each eligible member of the faculty, (3) a place on the form where a faculty member can decline nomination, and (4) a reminder that those who are elected are expected to serve.
e. A ballot with the names of the nominees who are willing to serve is prepared and sent to the Teaching Faculty. The list shall indicate the department of each nominee and the nominee's faculty rank or appointment. The ballot instructs the members of the Assembly to vote for three. Ballots which contain votes for more than three names or contain write-in names are invalid. Ballots which contain votes for only one or two nominees are valid.
f. Ballots are counted. The three nominees who have received the highest number of valid votes are elected. A majority of votes cast is not necessary to win an election. If possible, the Nominations and Elections Committee shall announce the outcome before April 30.
g. In the event of a tie, or if there is any other difficulty which would make an election process invalid or inconclusive, the Nominations and Elections Committee shall hold a runoff ballot to determine the outcome of a nomination or election and shall also indicate the reasons for the runoff.
h. The election process described above shall be a guide for an election to fill a term which has not been completed.
i. Upon inclusion of this Chapter in the Faculty Manual the faculty will elect all nine members of the Executive Committee of the Faculty Assembly. The Nominations and Elections Committee, by lottery, shall choose three elected members of the committee to serve for three years, three to serve for two years, and three to serve for one year.

Change TO this: Section B.3 **Membership and election procedures**

a There shall be nine members elected by the Teaching Faculty from nominees and self-nominees. Terms are staggered; every spring, three members of the committee shall be elected.
b The Elections Committee conducts the election process according to its procedures and certifies the outcome.

Rationale – general: If the recommended changes for a new Elections Committee are put in place, the Faculty Assembly's election procedures for the Executive Committee (Constitution, B.3. a-i) become redundant. The Assembly should follow the general election rules for electing other committees.

Rationale – voting rights: Section B.3.c of the Assembly's Constitution states that faculty who announce their retirement or who will not be working for the University in the following academic year do not vote in an election for the Executive Committee. This restriction just for the election for the Executive Committee is not logical or practical.

Rationale – first election: This section (i) only applied to the first election of the Assembly. It is now moot.

History: For over thirty years, the Nominations and Elections Committee at Salve Regina served the College and University. In all those years, it operated according to precedent and with honesty as its guide, but without any written procedures. The Constitution of the Faculty Assembly (1999) included written procedures for elections of the Executive Committee in the hope that this codification would pull together the accumulated experience of the past and help to guide future elections committees.

The process of faculty elections is now in a state of transition. The paper ballot will probably be replaced by electronic voting at a computer terminal. Ballots have become more complicated. This is the time to establish procedures that will allow the use of newer technologies.

The current election procedures for the Executive Committee have many good features. They will be probably carried over to any new procedures that are approved. "Following procedures saves time," is an old saying. Carrying over tried-and-true procedures will continue to save time.

Motion Concerning Classroom Spaces

WHEREAS

- it is the duty of the faculty to promote the Mission of Salve Regina, the ideals of a vibrant learning community, and good teaching and,

- the constitution of the Faculty Assembly gives the Assembly "general responsibility for the University's entire educational endeavor" and primary responsibility "for the University's essential activity, education," and

- the Faculty Assembly supports the University administration' s objective of improving the TB Room in the O'Hare Academic Center and classroom facilities, and

- quality instruction is a common goal of both faculty and administration and achieving that goal requires the input and cooperation of those who provide the instruction, namely the faculty,

BE IT RESOLVED:

The Faculty Assembly requests the following for the building, rebuilding, and renovation of all spaces used for instruction:

1. **Cooperative input from the Faculty Assembly should be a part of the planning process of any major building project that will have an effect on space where instruction is given.**

2. **In all classrooms the instructor should be able to adjust directly the heating and air conditioning.**

3. **The noise and the vibrations from mechanical equipment (air conditioning, heating, and fans) should be kept at a low level that allows the instructor and student to hear one another clearly.**

Rationale: The rationale for this proposal is contained in the "Whereas" clauses above.

History: The Executive Committee of the Faculty Assembly has received concerns from faculty about classrooms that seem to hinder quality instruction. This Motion is the Executive Committee's attempt to address those concerns.