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SALVE REGINA FACULTY ASSEMBLY EXECUTIVE COMMITTEE

Minutes of the April 23, 2001 Meeting

Present: Ronald Atkins, Thomas Day, Terrence Gavan (Chair), Sandor Kadar,
Johnelle Luciani RSM, Juliette Relihan, Arthur Zarrella

Before the meeting was called to order, the committee informally discussed issues related to tenure track and downsizing.

1. **Call to Order and Minutes:** The meeting was called to order at 2:00 PM. The minutes of the March 19 meeting were approved.
2. **Treasurer's Report:** \$2002.31 in is the account. 73 individuals have paid dues. For Secretaries' Day the Executive Committee gave gift certificates to secretaries in Faculty Services and three administration secretaries who work closely with the faculty.
3. **Retirement Certificates.** Three members of the full-time faculty and two former members will be retiring. They are Leo Bottari, Fred Lupone, Karen Murphy, Antony O'Connor FSC, and Gloria Tang OC. The committee authorized that each be given a certificate. The wording of the certificate will be as follows: "The Faculty Assembly / is pleased to honor / [] / with this / Certificate of Appreciation / to mark the occasion of [his/her] retirement / after [] years of dedicated service as a member of the faculty."
4. **Web-page – Discussion Bulletin Board:** The Assembly's Web-page has a section for "threaded discussion." Sandor Kadar will supervise this part of the Web-page for the Executive Committee.
5. **Assembly Meeting:** The committee canceled the Faculty Assembly meeting scheduled for May 7. A forum, sponsored by the Core Curriculum Steering Committee, will be scheduled for that date and time. The committee rescheduled the next Assembly meeting for May 22/23. The main agenda item will be the selection of a model for a revised Core Curriculum.
6. **Faculty Manual Commission:** The *Statutes of the Faculty* in the Faculty Manual establish a "Joint Administration-Faculty Commission on the Faculty Manual." The duties of this commission are described in the *Statutes*. This commission met for the first time on February 8. Faculty members: Jane Bethune, Thomas Day, and Christopher Kiernan. Members of the administration: William Hall, Barbara Kathe, and Stephen Trainor. Barbara Kathe described two editorial corrections she had made in the *Statutes* for the second edition of the Faculty Manual. (The *Statutes* permit the Vice President for Academic Affairs to make such corrections.) The commission conducted no other business.

The Executive Committee discussed the role of this commission and these points were mentioned: (a) The scope of this joint administration-faculty commission is strictly limited to the *Statutes of the Faculty* and any other section of the Faculty Manual that might have a

bearing on the *Statutes*. (b) The commission is a place where faculty and administration can come together and reach a mutual understanding about proposed changes in the *Statutes* or other sections of the Faculty Manual that have a bearing on the *Statutes*. (c) The Faculty Assembly's recommendations for changes in salaries, benefits, curriculum, educational policies, and other matters not defined in the *Statutes* go directly to the President or the appropriate administrator. This commission is not involved. (d) If faculty want changes in the *Statutes* or other parts of the Faculty Manual, they must take the initiative and make a formal proposal. "The ball is in the faculty's court." (e) The Executive Committee of the Faculty Assembly would serve the faculty by developing faculty requests for changes in the *Statutes* and by proposing changes that respond to faculty concerns.

In the Executive Committee's continued discussion of the Faculty Manual, these points were mentioned: (f) The Faculty Assembly never had an opportunity to register some kind of formal response to the new *Statutes of the Faculty* and the recent editions of the Faculty Manual approved by the Board of Trustees. (g) The Faculty Assembly is not really some kind of legislative body that ratifies a Faculty Manual, a book with all kinds of material in it. (h) The Faculty Assembly has the right to recommend changes in any section of the *Statutes of the Faculty* or the Faculty Manual. (i) When the next edition of the Faculty Manual is issued, the Assembly should acknowledge that the faculty have received it.

7. **Meeting with the VP for Academic Affairs:** The Executive Committee asked the Chair to schedule a meeting between the Vice President for Academic Affairs / Dean of Faculty and members of the committee who would be available. The meeting would be about a clarifying the following:
 - What is the University's policy on the termination of contracts in the case of "downsizing" caused by lower enrollments?
 - Some faculty used to be on tenure track and this gave them certain rights about the length of their contracts and when they had to be notified about the termination of contracts. Then these same faculty were given Special Faculty Appointments that are not tenure track. What are policies for notifying Instructional Staff with a Special Faculty Appointment that their contract will or will not be renewed?
8. **Business Program:** Ronald Atkins reported that departments that contribute to the business program were continuing their discussions about changes in the degrees offered.
9. A Motion to adjourn ended the meeting at 2:43 PM.