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SALVE REGINA FACULTY ASSEMBLY EXECUTIVE COMMITTEE

Minutes of the June 15, 2001 Meeting

Motions passed concerning
Dues (Nr. 5),
Presentations at Assembly Meetings (Nr. 9), and
NEASC Visit (Nr. 11)

Present: Elaine Daniels, Thomas Day, Arthur Frankel, Sandor Kadar, Christopher Kiernan, Johnelle Luciani RSM (Chair), Juliette Relihan.

1. **Call to Order and Minutes:** The meeting was called to order at 8:10 AM. The draft minutes of the April 23 meeting were edited and approved.

2. **Committee Membership:** Two new members of the Committee introduced themselves: Elaine Daniels and Arthur Frankel. The Committee membership is as follows:

<u>Term Ends</u>	<u>2004</u>	<u>2003</u>	<u>2002</u>
	Elaine Daniels	Thomas Day	Terrence Gavan
	Arthur Frankel	Sandor Kadar	Juliette Relihan
	Christopher Kiernan	Johnelle Luciani RSM	Arthur Zarrella

3. **Election of Officers:** The following were elected as officers of the Committee:

Vice Chair	Juliette Relihan
Secretary	Thomas Day
Treasurer	Terrence Gavan

4. **Treasurer's Report:** Eighty individuals paid dues for fiscal 2000-01. The Assembly's income amounted to \$3,645.26, including \$750 from thirty dinner guests for the Year-End Party and an overpayment reimbursement of \$125 from McGovern's, the site of the party. The Assembly's expenditures included \$52.95 for a memorial gift, \$250 for Secretaries Day (ten gift certificates at \$25), \$1042.68 for a Winter Social with concert, and the Year-End Party (\$2,250). Fifty-five faculty and thirty guests attended the Year-End Party. As of June 1, \$1,092.31 remains in the Assembly's account.

5. **Motion - Dues:** Some members of the committee said that they could foresee the need for a larger working budget for the Assembly; others said that the possibility of running out of funds to pay for the Year End Party was a concern. After an extended discussion about increasing dues for the first time in many years, the committee unanimously passed the following Motion:

- Dues shall remain what they have been – \$35.

- There will be a charge for attending the Year-End Party, but those who have paid dues shall receive a discount.

It was noted that the Assembly may vote to overturn the committee's decision.

6. **Minutes of the Faculty Assembly Meeting of May 22/23.** Copies of the draft Minutes for the Assembly Meeting of May 22/23 were distributed. The Secretary informed the committee that he had also sent copies of these draft minutes to some other individuals and asked them for a critique; these individuals were faculty who had spoken on behalf of proposals, the Parliamentarian, and the Dean of Undergraduate Studies. At its next meeting Executive Committee will decide whether or not to forward these draft Minutes to the Assembly for approval.
7. **Core Curriculum – Deliberative Committee:** At its meeting of May 22/23, the Faculty Assembly passed a Motion calling for the formation of a joint faculty-administration “Deliberative Committee on the Core Curriculum.” The Executive Committee was instructed to appoint nine members of this committee from the members of the Assembly who volunteered. The Chair reported that she had sent a notice to the members of the Assembly (i.e., full-time Teaching Faculty) and asked for volunteers. As of June 15, seventeen indicated, in writing, that they wished to volunteer.
8. **Tentative Meeting Schedule:**

Assembly

First Monday of the month
2:00 PM

Executive Committee

Third Monday of the month
1:00 PM
McAuley

The Faculty Assembly will not meet in September.

Members of the committee could foresee a difficulty. The Executive Committee has to send the following to the Faculty Assembly before an Assembly meeting: the agenda, the draft Minutes of the previous Assembly meeting, and handouts for the meeting. An important Motion, if it is to be treated as routine business, has to be delivered to the members of the Assembly at least five working days before the meeting. The turn-around time (from Executive Committee meeting to a mailing for an Assembly meeting) may just be too close. E-mail messages to the Assembly members may help to speed up this process. Executive Committee decisions made in an e-mail conference among its members may also decrease the turn-around time.

9. **Motion – Presentations at Assembly Meetings:** The Executive Committee discussed the matter of informational presentations at Assembly meetings. There was agreement that an Assembly meeting should be devoted primarily to the business of the Assembly. The committee passed the following Motion by unanimous consent:
 - If the Executive Committee agrees to allow some kind of long informational presentation to be part of an Assembly meeting, that presentation, generally, should be given after all business items on the agenda have been completed.

10. **Library Staff – Request for Time:** The Library Staff has requested time at the first Assembly meeting, in order to acquaint faculty with new on-line research data bases and other new resources.

The Chair will inform the librarians that the first meeting will probably be on October 1 and that a long informational presentation would come at the very end of the meeting.

11. **Motion - NEASC:** The committee discussed the importance of the recent NEASC visit and then passed the following Motion unanimously:

- **Motion**

Whereas the faculty played an important role in the preparation process for the NEASC visit and

Whereas knowing the results of this visit will help faculty in their planning,

Be it resolved that the Executive Committee requests that the administration make copies of the following available for the faculty to read:

- a. Formal notes taken at the exit interview.
- b. The visiting team’s draft report.
- c. The administration’s response to the team’s draft report.
- d. When it becomes available, the team’s final report.
- e. When it becomes available, the NEASC final report.

12. **Concerns and Projects for Next Year:** Members of the committee expressed their concerns and made suggestions for possible projects in the next academic year. The following matters were mentioned by individuals and discussed, but the committee did not vote on any course of action:

The Statutes of the Faculty and other sections of the Faculty Manual:

The Manual sometimes refers to “the University” when the meaning of the text appears to be “the administration.” This ambiguity, which can be found in previous editions of the Manual going back several years, should be cleared up ...

Previous editions of the Manual began with an introduction that stated the administration’s (“the University’s”) right, in unusual circumstances, to waive the written text of the Manual. Most faculty understand the need for this kind of flexibility, if the circumstances are unusual (for example, if implementing a text in the Manual would have unanticipated and harmful consequences) ...

The Foreword in the current Manual needs to be rephrased in a way that is more positive, encouraging, and even inspiring ...

The faculty should be informed about any significant changes that the administration has made in the Manual ... Faculty agree that that administration establishes contracts. Once those contracts are established, faculty and administration have to live by those terms. If changes have to be made, the most helpful way to do so is by a collegial process...

One of the projects of the Faculty Assembly and Executive Committee should be to find sections of the Manual that might cause problems and suggest useful improvements.

Termination of Contract: *The University needs to have a written, spelled-out “exit process” for a member of the full-time faculty whose contract has been terminated. Procedures should be consistent with the Mission Statement. Some members of the committee were concerned about the use of practices from industry for this “exit” from employment and the campus.*

13. **Reminders:** The Faculty Assembly’s Web-page now has all of the past Minutes for Assembly and the Executive Committee meetings. A word search is possible for all of these Minutes.

During the next academic years there will be a series of technology workshops to help faculty.

14. **Next Meeting.** The committee will meet again on Friday, July 6, at 8:00 AM in the Gatehouse.
15. **Adjourn.** The meeting adjourned at 10:25 AM.