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SALVE REGINA FACULTY ASSEMBLY EXECUTIVE COMMITTEE

Minutes of the Meeting of January 23, 2002. *Present:* Elaine Daniels, Thomas Day, Arthur Frankel, Terrence Gavan, Christopher Kiernan, Johnelle Luciani RSM (Chair), Juliette Relihan

1. **Call to Order and Minutes:** The meeting was called to order at 1:05 PM. The Minutes of the Executive Committee Meeting of November 11, 2002 were approved. The Faculty Assembly Minutes for December 3/17 were authorized for presentation to the Assembly, with the understanding that they will be condensed.

The committee agreed that Minutes should be a record of motions presented, issues raised, and reports, all described in a manner that is impartial; this is the recommended format in standard books on parliamentary procedure. A more detailed paraphrase of what was said in important debates could sometimes be useful in minutes if it helps to clarify complicated issues.

2. **Assembly Meeting.** The committee agreed on the agenda for the February 4 Assembly meeting. The first part will include the approval of December 3/17 Minutes, proposals from the joint faculty-administration Deliberative Committee on the Core Curriculum, and the proposal from Business Studies for changes in the majors that it offers. There will be a break and then the second part will be in Executive Session with the only agenda item being proposals from the Faculty Advisory Committee on Salary and Benefits (FACSB).
3. **Communication from the Human Resources Office.** The Human Resources Office has asked for time at an Assembly meeting in order to describe a new benefit entitled "Employee Assistance Resource Service." The committee decided to put this on the agenda of the March meeting.
4. **FACSB.** After a discussion, the committee concluded that FACSB would benefit from the following: a more formal charge and structure, a specified identification as a committee of the Assembly, and a more defined system for determining its membership. The Executive Committee will work with FACSB and the faculty on this matter.
5. **Social Committee.** Elaine Daniels reported on the plans for the Winter Social on January 25 and the refreshments for the February 4 Assembly meeting.
6. **Consolidation of Committees.** The Vice President for Academic Affairs / Dean of Faculty, in a communication to the Chair, has recommended that the Assembly consider a consolidation of the faculty committees that distribute funds: Small Grants and Travel. After a discussion, the committee decided that the matter needed further study and will be brought up at the next meeting.
7. The meeting adjourned at 2:32 PM.