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EXECUTIVE COMMITTEE of the FACULTY ASSEMBLY

Minutes of the Meeting of March 17, 2003

Present: Joan Chapdelaine, Thomas Day, Arthur Frankel, Carol, Gibbons,
Johnelle Luciani RSM (Chair)
Absent: Daniel Cowdin, Sandor Kadar, Christopher Kiernan, William Stout

1. **Call to Order and Minutes.** The meeting was called to order at 1:10 PM. The Minutes of the meeting of February 24 were approved. The Assembly Minutes for April 7 were authorized for posting and distribution.

2. **Agenda – Assembly Meeting.** The committee planned for the agenda of the Assembly's April 7 meeting. The University President will address the meeting. The committee will present two Motions that it had crafted:

   The first will be a request to the administration that the Assembly's *Protocol for Requesting the Faculty Assembly's Involvement in Changes Concerning Curriculum and Educational Policy* (May 1, 2000) be included in the next edition of the Faculty Manual, following the Assembly's Constitution, which is already in the Manual.

   The second Motion will be a request to the administration that the Faculty Manual describe the University's policies on faculty personnel records and that those policies be made in light of the following: (a) Individual members of the faculty may request, in writing, an appointment to review their personnel file retained in the office of the Vice President for Academic Affairs / Dean of the Faculty. (b) Members of the faculty may request, in writing, that factual errors in these files be corrected. (c) Because University policies must reflect government regulations concerning the right to review records, the right to correct records, and the disclosure of information from these records, references to these regulations should be contained in the Faculty Manual.

   The committee also prepared a document on various concerns of faculty. It will be presented at the May meeting.

3. **Faculty Manual Commission.** The Executive Committee appoints two faculty members of the joint administration-faculty Commission on the Faculty Manual. After a discussion, the committee decided to reappoint the two current members for another year. These members are Barbara Shamblin and Barbara Sylvia. The committee's rationale was that this Faculty Manual Commission is just beginning its work on important projects; it seemed logical to reappoint the current members for a second year so that they can help to complete the projects that have already started.

4. **Next Meeting.** Monday, April 14 at 1:00 PM.

   The meeting adjourned at 2:26 PM.