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**Minutes of the Faculty Assembly
Wednesday, October 7, 2009**

The meeting was called to order at 2:40 p.m.

The minutes of the Faculty Assembly meeting of April 29 were accepted as distributed.

- I. **Old Business**-Forums on academic rigor and integrity. Will Stout opened the floor for discussion.

A motion was made for the formation of a subcommittee which will continue to research academic rigor and integrity at Salve as well as other institutions, followed by recommendation from said committee. The committee will consist of volunteers with two members from the Executive Committee of the Faculty Assembly as well as Dr. O'Toole, who will guide the committee in matters of protocol.

Suggestions that were made included:

- 1) that the CTL offer a series of workshops/ brown bag lunches
- 2) that the subcommittee define rigor before following through on the action steps outlined in our spring forums
- 3) that the Faculty Assembly be allowed to comment and approve any action steps arising from the committee's findings.

The motion passed by a show of hands, with 1 vote against, and 2 abstentions.

II. New Business

- A. Dr. de la Motte spoke about the NEASC visit, which is scheduled for March of 2011.
 - i. Timeline. There is currently a Steering Committee, which is comprised of the chairs of several subcommittees, one for each standard for accreditation.. These subcommittees are meeting during the fall and spring semesters to verify documents. They will write drafts of their chapters by June of 2010. Dr. de la Motte will work with the chairs over the summer to create a comprehensive draft, which will be submitted in the fall of 2010 for NEASC perusal and comment by the Salve community. The final draft is due in December of 2010; however, NEASC is willing to look over documents prior to submission of the final draft. Their visit is scheduled for early March of 2011.
 - ii. The NEASC standards for accreditation were revised in 2006, after our last draft was submitted. Significant changes in emphasis include:
 - a. Institutional Capacity. The university must be able to demonstrate that it has the resources to carry out its missions and goals.
 - b. Program Reviews. External perspective is required, including comparative (peer) evaluation from another university. Chairs of each department will identify a list of potential evaluators, and Dr. de la Motte will choose 3 from that list.
 - c. Assessing Student Learning Outcomes. This will follow a broad based approach, using a variety of both quantitative and qualitative assessment methods. There must be clear articulation of the institution's goals and assessment of them.

III. Reports and Announcements

- A. Treasurer's report. Dr. Tim Neary announced that faculty dues have now dropped to \$20. The Executive Committee decided to change the cost of dues not only due to changes in the nation's economy, but also to increase participation by separating the cost of the spring banquet from the dues. Faculty are reminded that if the dues come in at the beginning of the year, it will not be necessary for us to operate on a deficit, as last year. Not only do the faculty dues pay for cards and flowers to mark significant events in faculty/staff members' lives, they also pay for our coffee and refreshments at the meetings. Faculty dues are payable by cash or check, and should be sent to Dr. Tim Neary, Treasurer.
- B. FACSBS. Dr. Jim Chace called for volunteers to staff the committee. The committee will be meeting with Sister Jane within the next few weeks. Please contact John Quinn (History) or Jim Chace if you are interested in participating.
- C. Father Kris von Maluski introduced himself to the faculty, and asked for our help in helping the students.
- D. Dr. Sue Pratt from Disability Services announced the Academic Development Center's new location (McAuley, first floor and garden level). There are drop-in tutors available for many subjects, and a total of 50-70 tutors in all. She requested that faculty recommend the best students for tutoring positions, to ensure that the quality of tutors remain consistent with our expectations. Resource handbooks are available in departments, and the office's website is in the works. Please feel free to phone with questions on tutoring or the writing center. Finally, she spoke to the requests from students for extended time on exams. She stressed that this is not about what's helpful; it's about what is necessary. Faculty should fill out the appropriate form when sending exams to the ADC.
- E. Liz Minifie and the staff from Counseling Services spoke with faculty about identifying students under emotional distress, and the proper steps to follow to ensure confidentiality. There is a group for those having difficulty adjusting to campus life; it meets Thursdays at 4. There is a grief group in the works. There *is* an AA group every Saturday at 8:30, but it is run by a group from outside the university.

The meeting officially adjourned at 3:50 p.m., although discussion between Counseling Services and faculty continued.

lmc