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# SALVE REGINA UNIVERSITY FACULTY ASSEMBLY

## EXECUTIVE COMMITTEE

Minutes of the June 8, 2000 Meeting

Present: Ronald Atkins, Thomas Day, Terrence Gavan (Chair), Christopher Kiernan, Johnelle Luciani, RSM, Michael Malone, CSSp, Juliette Relihan, Lois Wims

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### 1. Call to Order and Approval of Minutes

The meeting was called to order at 10:00 AM. Approval of previous Minutes was postponed until the next meeting.

### 2. Election of Officers

The following were elected as officers of the committee:

Vice Chair	Lois Wims
Treasurer	Johnelle Luciani
Secretary	Thomas Day

### 3. Committee / Sub-Committee Appointments

FACSB	Juliette Relihan
Sunshine	Christopher Kiernan, Johnelle Luciani
Social	Ronald Atkins, Christopher Kiernan, Michael Malone
Curriculum	Ronald Atkins and Juliette Relihan (Co-Chairs)

Other faculty will be appointed to the above committees.

Liaison to Undergraduate Council	Johnelle Luciani
Liaison to Graduate Council	Terrence Gavan

**“Manual Committee”:** The *Statutes of the Faculty* (p. 83, X, C.2.b) requires that two members of the Executive Committee serve on the Joint Administration-Faculty Commission on the Faculty Manual. Thomas Day and Christopher Kiernan were appointed.

**Grievance:** According to the *Statutes of the Faculty* (p. 92, XII, A.16), “The Executive Committee of the Faculty Assembly shall appoint a pool of Teaching Faculty who shall be available to serve on a Review Committee (Chapter V, Section E) or an *ad hoc* Faculty Grievance Committee. The Executive Committee shall determine how faculty are appointed to this pool.” (The Review Committee hears a grievance concerning the process of applying for promotion and tenure.)

At the beginning of the fall semester the Executive Committee will ask members of the Assembly to volunteer for inclusion in this pool of available faculty. The Executive Committee will appoint all eligible faculty who volunteer. The names of the appointees will be sent to the Standing Faculty Grievance Committee.

The Standing Faculty Grievance Committee, by lottery, actually chooses the volunteers who are asked to serve on a particular Review/Grievance Committee. Those who are asked to serve are allowed to decline.

#### 4. FACSBS – Faculty Advisory Committee on Salary and Benefits

The members of FACSBS have been conducting a research study of comparable colleges and universities. The study includes data on salary, benefits (e.g., retirement contributions and health plans), teaching loads, and other “external comparison” equity issues. The Executive Committee instructed Juliette Relihan to bring to the attention of FACSBS the following:

- other “external comparison” issues such as cost of living and sabbaticals (including the number given) at comparable institutions and
- “internal comparison” equity issues (the structure of salaries paid within the faculty).

It was suggested that the administration and FACSBS may need to refine further what they both mean by “comparable” institutions in the area of salary and benefits.

#### 5. Teaching Evaluations

Members of the Committee expressed some uncertainty about the University’s plans for evaluating teaching. Will all faculty have their teaching observed? Will there be a post-tenure review? What is the extent of these teaching evaluations and their purpose?

The Committee consulted what is now officially “on the books” about teaching observations – i.e., what is in the *Statutes of the Faculty* in the Faculty Manual:

- The *Statutes of the Faculty* lays out a required timetable for evaluating the teaching of faculty with a probationary contract (pp. 33-37, IV, C).
- A procedure for evaluating the teaching of faculty with a Special Faculty Appointment – e.g., Professional Lecturer – seems to be required only at the discretion of the Vice President for Academic Affairs / Dean of Faculty (pp. 37-38, IV, D).
- The Vice President for Academic Affairs/Dean of Faculty is responsible for the wording and format of any teaching evaluation form that is required (p. 33, IV, C.1).
- An application for promotion would require evidence of teaching abilities. The *Statutes of the Faculty* (p. 42, V, B.1.c.(5-6)) implies that tenured Associate Professors who are applying for promotion may voluntarily ask colleagues to observe their classes, if they want to provide this evidence.

Christopher Kiernan, Johnelle Luciani, Juliette Relihan, and Lois Wims will make an appointment with the Vice President for Academic Affairs / Dean of Faculty, in order to clarify this issue.

## 6. “Mission Program”

Lois Eveleth of the Philosophy Department is Chair of the “Mission Program,” an alternative core curriculum that is being developed by a group of faculty. At the last meeting of the Assembly, she indicated that she would ask the Executive Committee for some kind of official status for this group.

These questions were raised: Does the Executive Committee “appoint” or “recognize” or “give standing to” this type of independent faculty group? Does the Executive Committee require that a “deliberative committee” of some sort review the finished proposal of the “Mission Program”? The following points were made:

- With this proposal, and others like it, the procedures should be as clear and simple as possible.
- The *Protocol for Requesting the Faculty Assembly’s Involvement in Changes Concerning Curriculum and Educational Policy* (passed May 1, 2000) welcomes “private” faculty initiative. Faculty, either as individuals or in a group, may ask for the Assembly’s endorsement. The Assembly’s constitution and the Protocol do not require any kind of authorization or formal recognition for a group that wishes to propose a curriculum change.
- A proposal concerning a change in the core curriculum is defined in the Protocol as a Substantial Curriculum Change. The authors of the “Mission Program” will

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have to follow the steps spelled out in the Protocol for a Substantial Curriculum Change.

- According to parliamentary wisdom, a large assembly usually does not vote on any complicated Motion unless it has first heard from some kind of deliberative group with standing that has reviewed (critiqued, analyzed, appraised) the proposal. (This is incorporated into the last page of the Protocol.) The Curriculum Committee is the logical deliberative group with standing that would review the “Mission Project” proposal before the Assembly is asked to vote on it. The Executive Committee would consider placing the proposal on the agenda of an Assembly meeting for a vote only after receiving the results of the Curriculum Committee’s review.

## 7. AAUP Dues

A member of the Committee pointed out that anyone who in on the Executive Committee should, for professional reasons, belong to the AAUP; membership is a professional requirement. A Motion was then presented.

**Motion:** The Committee delegates Johnelle Luciani to confer with the Vice President for Academic Affairs / Dean of Faculty about the possibility of reimbursement of AAUP dues for members of the Executive Committee.

The Motion passed with one abstention.

## 8. Communicating with the Assembly

The Executive Committee has established a “distribution list” for communicating with members of the Assembly by E-mail. This is a closed list, which means that only those on the list receive messages and have access to the messages. Only the moderator and list administrator will be able to send out messages.

About three members of the Assembly (i.e., full-time faculty with a Teaching Faculty contract) do not have an E-mail address.

Mark Robson is developing a Web site for the Faculty Assembly. The information on this page would be open to anyone.

The Committee asked the Chair to express its thanks to Gerry Ginty and Mark Robson (Information Technologies) for their valuable work on behalf of the Faculty Assembly.

## 9. Sunshine / Social

The Chair of the Executive Committee was also Chair of a committee formed at the workshop in May. This workshop group, which named itself the “Harmony

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Committee,” instructed the Chair to tell the Executive Committee that there was need for more faculty social events – occasions when and places where the faculty could meet informally.

Ronald Atkins agreed to set up social events at the beginning of semesters. Christopher Kiernan and Johnelle Luciani agreed to set up a more systematic way of finding out who should be contacted by the Sunshine Committee for congratulations and condolences.

The administration has established a mentor program for new faculty. The Executive Committee is willing to help in the welcoming and orientation of new faculty.

### **10. Unfinished Term**

In May, the Nominations and Elections Committee conducted an election for four members of the Executive Committee – three members who will serve the normal three-year term and one member who will serve the remainder of the unfinished term of a former member who has left the University. In the fall, the Executive Committee will resolve the issue of who was elected to a three-year term and who was elected to fill the uncompleted term that expires in 2002.

### **11. Date of the Election for the Executive Committee**

The members of the Executive Committee all agreed that elections to the Committee and especially the election of the Speaker must be held earlier in the academic year. The reasoning for this is that someone would have to make adjustments in his/her teaching commitments in order to serve as Speaker of the Assembly, with a course reduction. After January it may be too late to make these course adjustments.

Members of the Committee brought up these two points: (a) The Nominations and Elections Committee runs the election process. It is independent of the Faculty Assembly. The Vice President for Academic Affairs / Dean of Faculty appoints this committee and receives its report. (b) The constitution of the Faculty Assembly (Faculty Manual, p. 107, B.3.d) directs that nominations for election to the Executive Committee be sent out by March 15, at the latest, but does not specify a date for the election.

The following Motion was passed unanimously with the understanding that it does not amount to a constitutional change:

**Motion:** The Executive Committee of the Faculty Assembly requests that elections to this Committee be conducted early in December and that the election for Speaker be conducted early in January.

This request will be presented to the Vice President for Academic Affairs.

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## 12. Nominations and Elections Committee

The members of the Executive Committee of the Faculty were aware that elections to the Committee required a great deal of work from the secretarial staff of the Vice President for Academic Affairs / Dean of Faculty and from the Chair of the Nominations and Elections Committee. There was agreement that the Executive Committee should help with this work in order to expedite the election process. The following Motion was passed unanimously:

**Motion:** The Committee requests that the Vice President for Academic Affairs / Dean of Faculty appoint some members of the Executive Committee to the Nominations and Elections Committee.

## 13. Syllabi on a Web Page

At many colleges and universities, there is a Web page with the syllabi for various courses. Not all course syllabi are posted or up-to-the-minute, but the available information is still useful for advisers and students.

The Chair of the Executive Committee was also Chair of a committee formed at the workshop in May. This group, which named itself the “Harmony Committee,” instructed the Chair to bring the idea of a Web page for syllabi to the attention of the Executive Committee. The Web page, it is hoped, will increase communication and mutual understanding among faculty.

The Executive Committee noted the suggestion. Members of the committee pointed out that more faculty will be making all kinds of course information and assignments available on their own Web pages. All agreed that the idea of a Web page for syllabi is a project that would require more planning and cooperation among faculty and administration in order to be implemented.

## 14. Meetings

The Committee drew up the following tentative schedule for meetings:

Faculty Assembly – first Monday of the month, 2:00 PM.  
Executive Committee – third Monday of the month, 1:00 PM

The next meeting of the Executive Committee will be on Monday, August 21, 1:00 PM, Special Collections, Library.

The meeting adjourned at noon.