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**SALVE REGINA FACULTY ASSEMBLY  
EXECUTIVE COMMITTEE**

Minutes of the October 16, 2000 Meeting

*Present:* Thomas Day, Terrence Gavan (Chair), Christopher Kiernan, Juliette Relihan, Johnelle Luciani RSM, Michael Malone CSSp, Arthur Zarrella

1. **Call to Order and Minutes:** The meeting was called to order at 2:05 PM. The minutes of the August 21 meeting were approved.
2. **Treasurer's Report:** The academic year began with a balance of \$1440.11. As of 10/16/00 forty-five faculty have paid dues totaling \$1275. After expenses for the Ice Cream Social and a plant for Dr. Kathe, the Assembly's financial balance is \$2784.61.
3. **FACSB:** The committee has met and discussed a new proposal for this year, after having seen the prior 3-year proposal to its conclusion. FACSB plans to monitor the salaries of comparison institutions to ensure that SRU continues to be at the level of median salaries at these institutions, as listed in Academe. Statistics on the salaries for administration at comparison institutions is helpful information. At many institutions, there is a "refocus of" or "look at" salaries every few years, in order to make sure that newer and older faculty are being paid according to the criteria for salary scales.

FACSB believes that equity is an important concern involving many things: not just compensation, health, and retirement benefits, but also disparities of salaries within ranks, class size, number of advisees, and number of course preparations.

4. **A University budget committee:** The Chair of the Executive Committee is a member of a new University committee on budget matters. This budget committee has not met. Members of the Executive Committee thought that at least one additional faculty representative on this budget committee may be helpful.
5. **Undergraduate Council:** The Executive Committee's liaison to the Undergraduate Council informed the committee about matters brought before the Council. (a) *Honors Program.* The Council heard suggestions for an Honors Program that would involve the study of public policy. Perhaps students would live in the Pell Center and take advantage of programs and conferences associated with that building. (b) *Student Athletes.* The Council discussed the Academic Progress Report for Student Athletes. Some faculty find this report "very binding" – almost a promise of a specific grade. Will students who are not athletes insist that they, too, should have the same kind of monitoring? (c) *Syllabus and grades.* The Dean of Undergraduate Studies reminded the Council that a syllabus should clearly state how tests, grades, and assignments are weighted for the final grade. The administration may find it difficult to defend a member of the faculty in a grade dispute if this "weighting" is not clearly stated in the syllabus.

6. **End-of-the-Year Social:** The Social Committee will conduct a survey to collect faculty opinions on this dinner at the end of the year.
7. **Elections:** The Nominations and Elections Committee has moved up the date for election to the Executive Committee. The nominations process will begin in November.
8. **Agenda of Assembly Meetings:** The Executive Committee discussed the allotment of time for agenda items at Assembly meetings. There was consensus that meetings should normally last about an hour; longer meetings would be needed when issues require more time. These points were raised:
  - *Faculty issues.* Issues brought by faculty should be given priority.
  - *Administration.* The Assembly's constitution and its Protocol on curriculum development are both based on the understanding that the administration will keep the Assembly informed about significant developments, including plans for substantial curriculum changes. For this reason, it is proper that the administration be allotted time at Assembly meetings to inform the faculty about important issues. If it wishes, the administration calls its own meetings of the faculty.
  - *Matters of lesser importance.* As far as possible, the time allotted to information of lesser importance should be kept to a minimum.
  - *Forum.* Some faculty issues – including important ones – should be developed in informal forums before they are brought to the Assembly for a debate or vote.
9. **Steering Committee.** The Executive Committee has appointed four volunteers from the faculty to the Core Curriculum Steering Committee (Day, Bethune, M.L. Greeley, and Hawkridge).
10. **Time of Executive Committee meetings:** Moved back to 1:00 PM.

The meeting adjourned at 3:20 PM.