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## EXECUTIVE COMMITTEE of the FACULTY ASSEMBLY

Minutes of the Meeting of March 23, 2004

*Present:* Joan Chapdelaine, Daniel Cowdin, Thomas Day, Arthur Frankel, Carol Gibbons, Christopher Kiernan, Johnelle Luciani RSM (Chair), Joao Monteiro

1. **Call to Order and Minutes.** The meeting was called to order at 3:05 PM. The Minutes of the meeting of January 26 were approved. The Assembly Minutes for March 5 were authorized for posting and distribution.
2. **Update – Proposal for New Program.** The Chair announced that the Dean of Graduate Studies and Continuing Education withdrew his proposal for a new undergraduate degree completion program in Rehabilitation Services.
3. **Advising and Office Hours.** The joint faculty-administration Commission on the Faculty Manual has drafted a policy on advising and office hours. The proposed policy would be added to the Faculty Manual. The committee placed the proposal on the agenda of the April 2 Faculty Assembly meeting as an item for discussion and input.
4. **Year End Party.** The Executive Committee discussed possible changes in the date for the party at the end of the year. It was pointed out that having this party on the same day as a faculty workshop has been an inconvenience for many faculty who do not live near the restaurant. Two examples were given: (a) The workshop begins in the morning and continues into the afternoon; going home to change and then driving back a long distance does not contribute to a mood of celebration. (b) A spouse or friend who is coming to the party usually has to drive a second car. These inconveniences may account for the relatively low number of attendees at this party in recent years – usually between 65 and 80, including guests, adjunct faculty, administrators, and librarians.

The consensus of the committee was that any changes in the date of the party, which was set months ago, or the format should be put to the Assembly for a vote.

5. **FACSB.** The committee instructed to Chair to thank the Faculty Advisory Committee on Salary and Benefits for the work it did this academic year and for the extensive research it presented to the Faculty Assembly.

The committee reviewed the Faculty Manual and what it says about the Assembly's scope in the area of advising the President on matters related to salary and benefits. This is described in the Assembly's constitution (A.1.f) on p. 103 of the 2000 edition of the Faculty Manual. Currently, the Faculty Assembly has been using FACSB as its conduit in this advising process.

Members of the committee expressed disappointment that the President's recent changes in salary and benefits were made before FACSB had submitted its written proposal.

6. **Administrative Evaluation.** The committee planned the details of mailing out the forms for the "Faculty Assembly Administrative Evaluation."

The meeting adjourned at 4:50 PM.