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### Faculty Assembly Minutes, 11-2-11

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**Faculty Assembly Meeting Minutes**  
**November 2<sup>nd</sup>, 2011**  
**O'Hare Academic Center, Room 260**

The meeting was called to order at 2:35 PM. Faculty used the clickers to check in.

1. The Faculty Assembly meeting minutes from October 5<sup>th</sup> 2011 meeting was approved as amended.
2. Reports and Announcements

Opening remarks (James Mitchell). Dr. Mitchell highlighted the individual professional development funds available to all faculty and encouraged individuals to complete their faculty profiles for the University website.

Fund Raiser (Kathryn Wright). Announced a fundraiser to feed a local family for the entire year. Tickets are \$10. All proceeds will benefit a family of 3. Individuals can also donate.

Treasurer's Report (Craig Condella). Dr. Condella announced that there was \$870 in the Faculty Assembly fund. The fund is used for the end of the year party, gifts for faculty and staff that have undergone a major life event, and other business for the Faculty Assembly. Dr. Condella encouraged faculty to pay their dues (\$20).

Parliamentarian: (Steve Symington). Dr. Symington announced that Dr. James Yarnell and Dr. Eileen Gray have both agreed to serve as the Faculty Assembly's Parliamentarian. Both participated in an online training course in parliamentarian procedure.

FACSB (James Yarnall). FACSB questionnaire distributed. Dr. Yarnall encouraged faculty members to complete the questionnaire and hand in to one of the FACSB committee members. Dr. Yarnall also encouraged faculty to volunteer for the FACSB committee.

Volunteers for the Grievance Committee (James Mitchell). Dr. Mitchell called for volunteers to be available to serve on issues brought before the Grievance Committee. If you are interested in making yourself available, please contact Dr. Clark Merrill or Dr. Art Frankel via email.

Volunteers for an Ad hoc Committee on Policies for Interdisciplinary Programs, Double Majors and Minors (James Mitchell). Dr. Mitchell announced that the executive committee would like create an ad hoc committee to gather data and examine the Universities policies for the construction of majors and interdisciplinary programs. Please contact James Mitchell via email if you are interested in serving on this committee.

Ad Hoc Committee on Committees and Governance (James Mitchell). Dr. Mitchell announced that the executive committee would like to create a committee to review and gather data about the University governance process. The committee will be responsible for assessing the University committee structure and self-governance policies. The goal of this committee is to aid in the development of a faculty-streamlined workload. If you are interested in serving on this committee please contact Dr. Mitchell via email.

Student Health and Wellness Committee (James Mitchell). Looking for faculty to participate on a new committee. If you are interested in serving on this committee please contact Dr. Mitchell via email.

Retention Alert Update (Laura O'Toole). Dr. O'Toole updated the faculty on the progress made towards the implementation of the retention alert process. The evaluation and initial testing of module in datatel system was more daunting and problematic than expected. Further testing is planned as new bugs have been identified. Retention risk indicators are now being evaluated. So retention alert system is not in place as of now. Faculty training will be provided when new Datatel module is online. Please let advising team know of any issues that arise during the registration process. Dr. O' Toole encouraged faculty to participate in the retention committee and system. Looking for faculty input and help in he retention process.

Curriculum Committee Proposals (James Mitchell). Curriculum proposal deadline have been January 17. Please follow the established procedure on mywebcourses to submit a curriculum proposal

Faculty voted to move to Executive Session at 3:01 PM.

Meeting was adjourned at 4:05 PM.