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**SALVE REGINA FACULTY ASSEMBLY
EXECUTIVE COMMITTEE**

Minutes of the August 21, 2000 Meeting
1:00 PM

Present: Ronald Atkins, Thomas Day, Terrence Gavan (Chair), Christopher Kiernan, Juliette Relihan, Arthur Zarella

Before the meeting was called to order, Mark Robson (Director of Network Services / Information Technologies) spoke to the committee about available "communication tools." He reported that the University's list server allows the Executive Committee to send E-mail just to members of the Assembly. The system is ready to go and can be used after the committee receives an official list of the Teaching Faculty from the administration.

A Web site for the Faculty Assembly, a sub-site of www.salve.edu, is under construction; it would contain "static information" (the names of the members of the Executive Committee, the schedule of meetings, etc.). The Web-site could have a place for threaded discussion (multiple threads of discussion). This project should be ready by the fall. The consensus was that information on this Web-page would be open to the public but perhaps threaded discussion should be password-controlled.

The University has purchased WebCT, a tool that allows a member of the faculty to set up a personal web page for tests, information, and course information. A technical knowledge of Web programming is not necessary. Sandar Kadar is knowledgeable about this project. More information is available at <http://chem.salve.edu> WebCt Servers . . . University WebCt_Server.

For the time being T. Day will be the committee's contact person for Mark Robson and Norman LaPolice. Mark Robson will report to the faculty at the first Assembly meeting.

The committee thanked Mark Robson for all the work he has done for the Faculty Assembly.

1. **Call to Order and Minutes:** The meeting was called to order at 1:20. The Minutes of the July 8 meeting were approved.
2. **Committees:** The Social Committee is planning to have gatherings after Assembly meetings. It was suggested that new faculty be introduced at the first Assembly meeting. The Sunshine Committee, on behalf of all the faculty, has sent cards and notes to faculty who have been ill. The Executive Committee authorized the Sunshine Committee to make a donation to the Peter J. Antone Scholarship Fund in memory of Sister Therese Antone's mother.
3. **Account Balance:** The Assembly's account balance is \$1493.

4. **Grievance:** The *Statutes of the Faculty* in the Faculty Manual require that the Executive Committee appoint a “jury pool” for Grievances – that is, faculty members who will consider serving on an ad hoc committee that hears a grievance. A form will be prepared and sent to the Teaching Faculty.
5. **Clarification:** Christopher Kiernan, Johnelle Luicani, and Juliette Relihan will request a meeting with the Vice President for Academic Affairs/Dean of Faculty and ask for clarification about the status of faculty who were on tenure track and then received Special Faculty Appointments (e.g., Professional Lecturer). Concerns were expressed about AAUP standards and the role of financial considerations in this matter.
6. **Vacancies:** There was considerable confusion about vacancies on the committee. (a) Last year, one member left the University with two years remaining on his term. (b) In the last election, three were elected to fill a regular three-year terms and one to complete two years of the term of a member who has left, but the ballot did not determine who serves three years and who serves two. (b) This year, the Vice Chair is on a leave of absence. According to the constitution of the Assembly, this seat on the committee is now vacant and is filled by an election.

The members of the committees discussed practical solutions. Before further action is taken, the committee will seek the opinions of two members who were not present.

7. **First Assembly Meeting:** The Chair will make inquiries about available space for the first meeting. It was suggested that seating should, as far as is practical, should be in a parliamentary U-shape, so that participants can see and hear one another.

The meeting adjourned at 2:28 PM

Tentative Schedule of Assembly Meetings:

Monday:

October 2

November 6

December 4

February 5

March 5

April 2

May 7