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SALVE REGINA FACULTY ASSEMBLY EXECUTIVE COMMITTEE

Minutes of the Meeting of August 10, 2001

Present: Elaine Daniels, Thomas Day, Arthur Frankel, Terrence Gavan, Sandor Kadar,
Johnelle Luciani, RSM (Chair), Juliette Relihan

1. **Call to Order and Minutes:** The meeting was called to order at 8:15 AM. The Minutes of the meetings of June 15 and July 6 were approved with minor adjustments.
2. **Get Well Wishes:** The committee voted unanimously to send a Get Well cards and gifts to Christopher Kiernan and Linda Silvestri on behalf of all the faculty.
3. **Core Curriculum Committee:** At the Faculty Assembly meeting of May 23, the Executive Committee was instructed to appoint, from volunteers, the nine faculty members of the joint faculty-administration Core Curriculum Committee.

After a lengthy and frank discussion, the Executive Committee agreed that it was impossible to divide the faculty membership of the Core Curriculum Committee into representatives of fixed categories, because there were so many (department, professional program, humanities, science, faculty with many years of experience, younger faculty, Sister of Mercy, etc.). The Executive Committee, by consensus, agreed that the common sense approach would be to put together a team that could work together for the best interests of the University.

The Executive Committee decided, by general consent, that the only way for it to reach some kind of conclusion was to allow each member to submit a list of candidates. The following process was then agreed to: (a) Each member of the committee would submit a list of nine faculty nominees for the Core Curriculum Committee. This would be done by secret ballot. (b) Balloting would continue as necessary in order to fill all nine slots. (c) In accordance with the Assembly's instructions, no two faculty members of the Core Curriculum Committee would be from the same department, but, otherwise, nominations would not be restricted by any category. (d) The number of nominations that an individual received would not be disclosed.

Before the meeting two members of the Executive Committee who could not be present sent a slate of names for the membership of the Core Curriculum Committee. Anticipating that some kind of vote may be taken, they requested that their list of names be accepted for any kind of ballot. The Executive Committee agreed to this request.

After the nominations were counted, the results yielded the following names (in alphabetical order):

Thomas Day	Music
Rosamond Ethier, RSM	Politics
Lois Eveleth	Philosophy
John Greeley	Religious Studies
Patricia Hawkrige	Theatre
Paula Martasian	Psychology
Juliette Relihan	Education
Barbara Sylvia	Social Work and Graduate Studies
Virginia Walsh, RSM	Sociology

The Executive Committee's discussion of this list of names was lengthy and frank.

By general consent, the committee accepted the results of the nominations as its list of appointees. It then gave these instructions to the Chair: (a) Contact the persons on this list and ask them if they were willing to serve on the Core Curriculum Committee. (b) Send letters of appointment to those who agree to serve. (c) Send letters of thanks to all who had volunteered but were not appointed. (d) Submit the list of faculty members of the Core Curriculum Committee to the members of the committee who are from the administration: the President (*ex officio*), the Vice President for Academic Affairs / Dean of Faculty, and the Dean of Undergraduate Studies.

4. **Web Page:** Sandor Kadar demonstrated the ideas he has developed for a revision of the Faculty Assembly's Web page. For comparison, he showed the committee the Web page for the Faculty Senate at Providence College. Discussion centered around the following points, which were not disputed:

Part of the Assembly's Web page should be public – open to everyone. Part should only be open to (a) members of the Assembly or (b) members and delegates (certain administrators and Professional Librarians). The University could maintain public sections of the Web page. There would be a WebCT link that would connect to restricted parts of the page and would be maintained by the faculty.

As far as possible, the Assembly should send out notices, Minutes, etc. through the Web or e-mail, in order to avoid cumbersome mailings. Paper copies of this same material could be available at certain locations, but the direction in the future would probably be towards paperless communication. (One member of the committee pointed out that receiving a "paper" notice of a meeting in the mail was a very effective reminder.) Faculty would be expected to make their own paper copies of Minutes etc., if they wanted them. One member of the committee pointed out that approving Minutes could become difficult if paper copies were not available at meetings.

The Assembly's Protocol for curriculum and educational matters (May 1, 2000) requests that departments and programs announce important "routine curriculum changes" before these changes become official. One feature of the Web page should be an "Announcement" section for notifying the faculty of these proposed changes. (The committee was shown an example of this type of "Announcement" section in the Web page for the Faculty Senate at Scranton University.)

The committee agreed that many decisions remained in this complicated project. It thanked Sandor Kadar for all of the work he had put into this project and urged him to continue.

5. **Next meetings:** The Executive Committee will meet, when possible, on the third Monday of the month. The next meetings will be September 17, October 15, November 19, December 17 (exam week).

If possible, the meetings will be in 327 McAuley, the office of the Faculty Assembly and Executive Committee.

The meeting adjourned at 11:00 AM.