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EXECUTIVE COMMITTEE of the FACULTY ASSEMBLY

Minutes of the Meeting of September 16, 2002

Present: Joan Chapdelaine, Daniel Cowdin, Thomas Day, Arthur Frankel,
Sandor Kadar, Christopher Kiernan, Johnelle Luciani RSM (Chair), William Stout

Guest: Theresa Madonna, Vice President for Academic Affairs / Dean of Faculty

The Chair welcomed the VP for Academic Affairs to the meeting and said that the Committee was looking forward to an open dialog and continuing dialog with the administration on a number of matters. Dr. Madonna said that she was glad to have this opportunity to meet the committee and to get to know members of the faculty better.

Election: The Chair noted that there is a vacancy on the Executive Committee because a member has retired; according to the *Statutes of the Faculty*, the Vice President for Academic Affairs appoints the Nominations and Elections committee that would run the election to fill this vacancy. Dr. Madonna informed the committee that she has notified the Nominations and Elections Committee about this vacancy and the need for an election; the election process has been started. She wishes to be part of the counting and tabulating process.

Key Areas: Dr. Madonna stressed the importance of “key areas” that she believes should be worked on this year: (1) the Core Curriculum and (2) Program Review Documents. The latter will be the basis for planning. Departments should clearly define their goals and objectives – what they hope to achieve and where the departments are headed, “qualitatively or quantitatively.” The Program Review would inform budget requests.

Dr. Madonna asked about the issues that concerned the faculty and about the plans of the Executive Committee. Individuals on the committee made these points:

- The Executive Committee is exploring the possibility of an **election process** that is run by an elected faculty committee. This committee would have specified procedures and guidelines.
- The Executive Committee requests that the administration issue a **list of committees** and committee members as soon as possible. Dr. Madonna said that she is exploring the possibility of putting this kind of a list on a Web-site so that the list could be updated.
- A process described in the **Student Handbook** for resolving an “academic grievance” was questioned. This process contradicts what is in the *Statues of the Faculty* in the Faculty Manual. Dr. Madonna agreed that the process in the Student Handbook did not belong there and that students would be advised that the process specified in the Faculty Manual would be followed.
- Concern was expressed about **faculty/student ratio statistics** that have been released in recent years; how these statistics were determined was not clear to the faculty. Dr. Madonna said that she would give consideration to any suggestions that the Executive Committee had for computing and coding these data. She has already determined that statistics for Independent Study be kept separate from statistics for faculty/student ratio.
- The Chair indicated that some meetings of the Faculty Assembly will be in **Executive Session** (only full-time faculty will be present). She further explained that this has been a long-standing practice when the topic under discussion is salaries and benefits.

- The Executive Committee, responding to several requests from faculty, has put in place the following **policies for Assembly meetings**: (1) Assembly business is placed at the beginning of meetings. (2) If a presentation or long report is on the agenda, it is placed at the end of the meeting or after the formal meeting adjourns. (3) Except in extraordinary circumstances, someone who is not on the agenda may not formally address the Assembly (i.e., give a long report or speech). Any person may, however, speak from the floor. (3) A request to be placed on the agenda is submitted to the Executive Committee or Speaker five working days before the Assembly meeting.
- The **mentoring of new faculty** needs further development. There should be no “last-minute surprises” for faculty going up for tenure. There is a Professional Review Committee for all tenure-track faculty in their third year but perhaps the third year is too late. Dr. Madonna responded that she has studied some useful mentoring programs at other institutions; perhaps the University can learn from these programs. She hopes to meet with all full-time faculty and all new full-time faculty.
- Concerning the **promotion and tenure applications**: Has the institution been sufficiently clear in communicating what it expects for promotion and tenure? The Rank and Tenure Committee might be operating in a vacuum without this clarity . . . Only 11 members of the faculty volunteered to run for election to the Rank and Tenure Committee last spring. This might be a sign of frustration . . . The Dean of Faculty used to notify the candidate about his/her decision concerning the request for promotion or tenure. The revised Faculty Manual (1999) says nothing about the Dean notifying the candidate . . . About twenty-five years ago the Dean of Faculty was elected by the faculty. Today, the Dean of Faculty’s job (an advocate role) has been merged with the Vice President for Academic Affairs (an executive role).

The Chair again thanked Dr. Madonna for coming to the meeting.

1. **Call to Order and Minutes:** The meeting was called to order. The committee approved the Minutes of the meeting of July 16. It reviewed and approved the record of the discussion of the session of August 16, which did not have a quorum.
2. **Treasurer’s Report and dues.** The Assembly has a balance of \$506.14. Gift certificates for secretaries were purchased from the Atlantic Beach Club; amount: \$275. The committee decided to continue the dues policy instituted last year: \$35 from full-time faculty; an additional payment for the end-of-the-year dinner if available funds will not cover the cost of the dinner and expenses.

The committee also wanted to clarify that librarians are not expected to pay dues. Librarians are welcome at Assembly meetings but are not voting members. They are also welcome to the end-of-the-year dinner and will be asked to pay the same as other guests.

3. **Assembly Meeting.** The Core Curriculum will be the main agenda item at the October 7 meeting
4. The meeting adjourned at 1:56 PM.