

Minutes

Faculty Senate Executive Committee Meeting
 Dr. Bill Wilcox, College-Wide Faculty Senate President
 Dr. Catherine Wilkins, Secretary
 January 3, 2013 at 2:00 p.m. in U-102

	Present	Absent	Excused		Present	Absent	Excused
				<u>Guests</u>			
Bill Wilcox	X						
Laura Weir	X						
Marty Ambrose	X						
Catherine Wilkins	X						
Joan van Glabek	X						
Amanda Lehrian	X						
Janice Jaen		X					
Marius Coman			X				
James Daniels		X					

- I. The meeting of the Executive Committee to discuss Senate business was called to order by Wilcox and opened at 2:20 PM.
- II. Standing Academic Committees: transition of committee governance to faculty. How do we insure that faculty pick up the reins for the Standing Committees and take control, yet maintain communication with the VPAA? Lehrian suggests that, as we work on revising the bylaws and committee charges, we invite the committee chairs to make status reports to the college-wide senate.
- III. Update to Bylaws and College Operating Procedures reflecting change in committee governance. Lehrian suggests that Bylaws and COP committee membership should be open to broader faculty instead of just volunteers from the Executive Committee. **Action Item:** Ask for volunteers at Senate meeting tomorrow.
- IV. Improving Senate Communications: Website issues, Survey Monkey, other. How can we link files on the Document Manager (like committee meeting minutes) to a Faculty Senate website? Weir has had conversations with Drs. Harrel and Stewart about the legality of the alternative websites for Senate. However, Lehrian has already done a great deal of work on the Google site – Wilcox suggests that we proceed with the development of the Google site as a prototype for what we want to see on the developing ESC Faculty Senate website. When it comes to using Survey Monkey, it seems to be a useful tool for getting feedback. Ambrose is concerned that such tools detach the faculty from the discussion/content that is part of in-person meetings and votes. Lehrian suggests making it part of the bylaws that online voting could be used in emergency situations. **Action Item:** Van Glabek suggests that we need to request a budget from Dr. Allbritten (or Dr. Stewart in the interim) for the development of a Senate website. **Action Item:** Weir will email the Executive Committee members with the contact name and information for her IT contact. **Action Item:** Bylaws committee will consider the use of online/long-distance communication, surveying, and voting.
- V. Syllabi control: grading schemes, attendance verification, specific homework assignments, etc. Some faculty members are concerned that there is an overly strict or restrictive attitude that some department chairs have been taking in their review of syllabi sections VI-XIII. This will be an agenda item at the College-Wide Faculty Senate meeting tomorrow.
- VI. Ways to reduce Senate Email Avalanches: Ideas? Perhaps restricting the “reply all” function on email. Lehrian asks how we can cut down on repeat announcements regarding attendance verification, final grades, etc. Ambrose and van Glabek argue that there needs to be a more formal policy on the expectation of constant availability. Union will likely consider this as part of contract negotiations. **Action Item:** Faculty Senate should work on crafting an official statement, as well. Wilcox will put a conversation about this on the agenda for tomorrow’s Senate meeting.

- VII. Monthly Campus Senate meetings followed by College Wide Meetings. Wilcox raised the option of suspending Campus meetings at 1:30 and convening College Wide Meetings when such are necessary. Things like committee reports make the most sense in a College Wide meeting. Campus meetings could be reconvened if necessary.
- VIII. Items to follow up on: Why was there no duty days schedule for spring? How can we get the calendar software implemented that Allbritten mentioned in our meeting with him?
- IX. Having no further business, the meeting was adjourned at 3:18 PM