

# Minutes

Faculty Senate Executive Committee Meeting  
 Dr. Bill Wilcox, College-Wide Faculty Senate President  
 Dr. Catherine Wilkins, Secretary  
 February 4, 2013 at 2:00 p.m. in U-102

	Present	Absent	Excused
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	

	Present	Absent	Excused
<u>Guests</u>			

- I. The meeting of the Executive Committee to discuss Senate business opened at 2:15 PM.
- II. The spring schedule for executive committee liaison meetings with Dr. Allbritten was discussed. We will aim for 9 AM meetings on Tuesdays or Thursdays for the remainder of the spring.
- III. The next order of business was to discuss campus senate meetings that took place this past Friday.
  - A) Charlotte Senate discussed the new training requirements that faculty are subjected to regarding safety, sexual harassment, etc., as well as voted on the proposal to give faculty as much control as possible over syllabi items I-VI, approving a motion identical to that approved by Collier Senate in their October, 2012 meeting.
  - B) Collier campus also talked about the new training requirements for faculty, expressing concern about the time commitment being requested particularly of first year faculty. The Senate also developed an idea for a campus graduation celebration that will be presented to Dr. Allbritten.
  - C) Lee Senate received an update on the Gen Ed Task Force, and the recommendation from the subcommittee that departments begin working on developing course materials for the five core courses in each department. Changes to commencement celebrations were discussed, explaining that there will be only 1 commencement per year, in May, at Germain Arena, at which faculty will be required to participate and provide their own regalia. Schedule for Senate elections was discussed.
- IV. The next order of business was to discuss standing committee issues.
  - A) Standing Committee Reporting Structure: Wilkins reported feedback received by the standing committee chairs and the concern that getting the approval of the full senate via a vote might bog down the committees' process. Ambrose expressed concern about "high impact" decisions (such as regarding assessment or Gen Ed changes) being made by committees without the input of the faculty at large. Van Glabek expressed concern about the subcommittees that operate beyond the supervision of the Senate and whose decisions could significantly impact the faculty as a whole. Suggestions included involving the bylaws subcommittee to develop guidelines for committee composition as well as reporting guidelines for high-impact decisions.
  - B) Information Requested of Standing Committees: the executive committee has attempted to ascertain information about committee charges. The Executive Committee might also want to request information about committee needs/aspirations, committee ideas for reporting to the Senate AND getting feedback from faculty "below," and committee plans for voting/composition. At the Bylaws subcommittee meeting, it was discussed that we might create an amendment to the existing bylaws regarding standing committee composition and chair election process, and subcommittee members were charged with obtaining a statement from the Standing Committee chairs codifying their plans and structure. **ACTION ITEM:** Weir and Wilcox will develop a list of questions to distribute to standing committee chairs.

- V. Senate Assessment. Concern that we might be asked to retroactively assess ourselves and the work of the Standing Committees that has been completed in the last year as part of the SACS assessment. Because shared governance was not part of our SACS sanctions, we probably won't be asked to do this retroactively, but we should look forward and talk to Dr. Stewart about planning for future self-assessment.
- VI. Agenda for February liaison meeting with Allbritten: increasing training requirements for faculty, proposal for faculty mentoring program. Both these issues speak to the fact that decisions concerning faculty are being made without our consultation, and suggest that this might be an attempt to address SACS concerns. **ACTION ITEM:** Wilkins will bring the issue of mentoring before the Professional Development Committee to discuss what the TLC can do to develop or support a mentoring program.
- VII. Information Items:
- A) Procedure for reporting minutes. It was agreed that email approval of Senate Executive Committee minutes was sufficient, and that these should be uploaded to the Document Manager. Problems with the Document Manager were discussed, and it was agreed that the administration should be advised to consider how to make the Document Manager more easily accessible and better organized. Lehrian and Weir have also been involved in talking with IT about developing a Senate website for easier compilation of agenda, minutes, etc.
  - B) Calendar Committee has done excellent work on the 2013-14 academic calendar. Wilcox will be distributing it to faculty on all campuses.
  - C) Conducting Executive Committee meetings long distance. **ACTION ITEM:** Wilcox will investigate this possibility with IT, and Corman and van Glabek will research cost.
  - D) Ambrose suggested that Faculty Senate request a budget from the new VPAA for expenditures. **ACTION ITEM:** Ambrose will create a draft document to share with Dr. Allbritten requesting a budget and describing the types of expenditures.
  - E) Wilcox suggested a standing meeting time for the Executive Committee directly following each Senate meeting on 1<sup>st</sup> Fridays, as well as an additional meeting during the 4<sup>th</sup> week of each month.
- VIII. Having no further business, the meeting was adjourned at 3:35 PM.