



FACULTY SENATE

Executive Council
Draft Minutes
April 25, 2016,

Present: Professors Almstead, Barnaby, Borchert, Burns, Chittenden, Feurzeig, Paris, Rodgers

Absent: Professors Aultman-Hall, Carney, Danks, Mehrtens, Pechenick, Prue, Roberts, Ross

Guests: Gary Derr

The meeting was called to order at 4:03 p.m. in the Faculty Senate Conference Room.
Cathy Paris reminded the Chairs to submit their end of year reports.

- I. **Approval of March 28, 2016 Minutes** – The minutes were approved as written.
- II. **Manual Revision and Policy Changes** - Gary Derr presented a set of proposed changes to the University Manual and some new policy documents relating to performance reviews of deans and senior administrators. Three supporting documents were distributed and discussed.
 - 1) **Review and Evaluation of Senior Administrators** policy – was revised primarily in the review procedure to align with the procedure used for deans.
 - 2) University Operating Procedures: **Officers of Administration Salary, Benefits, and Related Personnel Matters** is a newly proposed operating procedure to put into place practices that have been used for many years around setting salary for Officers of Administration.
 - 3) **Revisions to the University Manual** – there are three sections that are being revised: 301.4- Performance Review, 301- Deans, and 400 - University Officers; Vice Presidents and other Officers of Administration.
 - Section 301.4 – Performance Review, the recommendation is to change the review process to be conducted in the spring, with a completion date of May 1.
 - Sections 301 and 400, the recommended revisions around appointment and non-reappointment are the same for both groups (Deans and Officers of Administration) regarding severance and compensation when a person steps down. Changes include notice period, and assumption or resumption of faculty appointment, the process for a leave prior to resuming the faculty appointment, the rate of compensation, and how to augment or address salary changes. Issues of severance are also addressed.
- III. **Degree Corrections** – Laurie Eddy presented requests for degree corrections from the College of Arts and Sciences for three students for the Bachelor of Arts degree.

Cathy Paris called a vote.

Motion: Moved by Robert Rodgers to approve the degree corrections as presented.

Motion carried.

- IV. **Ombudsperson appointment for 2016-2017** – Cathy Paris presented statements of interest from two candidates for ombudsperson, Ge Wu, CNHS, and David Neiweem, CAS.
Motion: Andrew Barnaby moved that the Executive Council appoint David Neiweem as ombudsperson. The motion was seconded.
Motion: Thomas Chittenden moved to make a friendly amendment to the motion to elect Ge Wu as ombudsperson in the event that David Neiweem is appointed Chair of his department within one month.
Vote: 5 approve, 0 opposed, 1 abstain
- V. **Agenda for P&P Meeting May 17, 4-5 p.m.**
- Electronic Course Evaluations
 - Faculty Computer Replacement Policy
 - Clarity regarding the interpretation of Senate role in budgetary issues
- VI. **Agenda for Faculty Senate Meeting of May 19**
- Degrees *15 mins*
 - President's Remarks (President Sullivan) *15 min*
 - BOT Chair David Daigle *30 min*
 - CAC Business (Laura Almstead) *5 mins*
- Standing Committee Chairs will poll their committee members for questions they may have for David Daigle. Chairs will forward questions to Cathy Paris no later than Thursday, May 5th.
- VII. **Curricular Affairs Report** – Laura Almstead reported that the CAC finished the revisions to the documents outlining the format and process for curriculum proposals including the documents formerly named Appendix A, B, and C, Standards for Minors, and Standards for Undergraduate Certificates. The revisions to the latter two include a request for an Abstract. For proposals for New Academic, Research, or Service Endeavors (formerly Appendix A), the proposers are asked to include two memos from the Dean(s) of the unit(s) involved to ensure awareness of a proposed program across all units, and to help the CAC understand the strategic planning and the potential impacts of the proposed program. The two documents include 1) a memo from the responsible Dean(s) that describes how the new program will promote the unit's mission and the impact, if any, it will have on the sponsoring unit's existing programs, and 2) a memo that is signed by each of the Deans, indicating that s/he is aware of the proposal and noting any concerns. All of the revised proposal resource documents are available on the Faculty Senate website.
- VIII. **Electronic Course Evaluations** – Thomas Chittenden (Student Affairs Committee) and David Feurzeig (Educational & Research Technologies Committee) reported that the SAC passed a resolution on online course evaluations to include in the SAC annual report. The purpose of the resolution is to outline the history of past resolutions by the Senate and the Student Government Association, and to create clarity on where the SAC stands on the issue to inform conversations moving forward. The ERTC supports the SAC resolution, and would like appropriate administrators to renew the investigation into the platforms available and the costs involved.
Cathy Paris suggested adding this topic to the May meeting of the President and Provost.
- IX. **FPPC's role relative to ESC** – Andrew Barnaby highlighted a potential overlap in the charge of the FPPC and the Educational Stewardship Committee (ESC). The membership of the ESC includes members of three of the Senate standing committees (FPPC, CAC, SAC); it is important that communication occur among all committee members to avoid overlap or conflict.
- X. **Faculty Computer Replacement Policy** - David Feurzeig presented a Resolution on Faculty Computers that has been approved by the Educational & Research Technologies Committee. The Resolution requests that the Provost work with all academic units to establish a policy that will provide all full-time faculty with a computer sufficiently recent and powerful to fulfill their work responsibilities efficiently.

Motion: Laura Almstead moved to endorse the Resolution on Faculty Computers, and suggested that it be added to the agenda for the May Faculty Senate meeting, and the agenda for the May meeting of the Executive Council and the President and Provost. The motion was seconded.

Vote: all approved.

XI. **Report of the RSCA chair**

Chris Burns reported that RSCA reviewed and recommendations for the Burack lecturers, as well as for University Distinguished Professors. The RSCA is exploring new ways to acknowledge faculty scholarship. RSCA will continue to offer support to the libraries on current projects. RSCA invited Jen Gagnon of SPA to meet with them to discuss IBB and Research.

XII. **New Business -**

Cathy Paris noted that although the academic mission of the Faculty Senate is clear, there has been some tension created by budget references in the charge of both the Executive Council and FPPC. The Senate bylaws (Section 8, Executive Council) include two specific references under 8.2, Duties: 1) 8.2e. It shall consider budgetary implications for University policies and make appropriate recommendations to the Faculty Senate and the administration regarding University priorities, and 2) 8.2f. It shall arrange for presentations to the Faculty Senate as frequently as necessary, but at least annually, on the University financial situation. A conversation with the President and Provost regarding their interpretation of the Senate budgetary authority would be helpful.

XIII. **Adjourn** – The meeting was adjourned at 5:44 p.m.