

Approved December 12, 2007

Executive Council  
November 14, 2007  
ASB 230

Members Present: Eric Karlin, Susan Eisner, Steve Rice, Anita Stellenwerf, Irene Kuchta, Marcia Sexton, Amruth Kumar, Erin Augis, Maria Vail, Jim Morley

Members Absent: Lisa Cassidy (Absent due to teaching conflict)

#### 1. Approval of minutes

Minutes of the following Executive Council meetings were approved: October 17, October 24, and October 31.

#### 2. Course Enrollment

Executive Council members held a general discussion on course enrollment in regards to the proposed changes to the ARC Manual. Topics included adding “seminar” to the phrase “studio, field work, and lab courses: limited by programmatic and/or other considerations,” equity of enrollment caps across the schools, unit/convening group decisions on class size, and capping all classes at no more than 30 students. Additional discussion covered course enrollments at the 100, 200, and 300 levels.

**Action Item:** Executive Council will respond to ARC with the request to add “seminar” to the phrase “studio, field work, and lab courses: limited by programmatic and/or other considerations.”

**Action Item:** Executive Council requests a copy of class enrollment numbers for review.

#### 3. Course Level Guidelines

ARC has proposed revisions to the course level guidelines in the ARC Manual. Executive Council discussed the phrase “general orientation” as it is used in the 200 and 300 level course guidelines and suggested applying a similar phrase to General Education courses and major courses. Pre-requisites for 400 level courses but not all 300 level courses, specific pre-requisites for some schools, general pre-requisites such as College English for all 300 level courses, freshmen taking 300 level courses, and junior/senior standings were also discussion items.

**Action Item:** Executive Council will respond to ARC with a request to review pre-requisites for a 300 level course; adding the phrase: “freshmen are not allowed to take 300 level courses without the permission of the instructor.”

**Suggestion:** Executive Council suggests ARC look at more unit specific guidelines.

#### 4. ARC Manual

**Action Item:** Submit changes to Jonathan Lipkin, Chair, ARC.

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#### 5. Planning for December 12 Faculty Assembly

As reported at the November 7 Faculty Assembly, Executive Council will present a panel with the current Executive Council structure, 2) go back to the previous Faculty Assembly model, or 3) continue with the Executive Council for an additional year while other structures are explored. Executive Council also expressed the need to interact more with the Union and its Executive Board.

**Action Item:** President Karlin will set up a group in Luminis for an online discussion of the pros and cons of the current governance structure. The list will be discussed and finalized at the November 28 meeting.

#### 6. Meeting with Provost Barnett on November 28, 2007

Items for discussion are: support for faculty scholarship including formation of a proposed scholarship task force, plans for mentoring new faculty, status of dean search process task force, and the status of increasing meeting time in upcoming semesters.

#### 7. November 28 Executive Council meeting

The November 28, 2007, Executive Council meeting will begin at 8:00am. Location: TBA.

#### 8. Evaluation of senior administrators

President Karlin emailed members links to the evaluation forms for the President, the Provost, and the deans. Members discussed using the current forms, distributing them in paper or online, starting the process in March, and how to maintain the results. On reserve in the Library was suggested as a way for everyone to have access to the data and/or summaries.

#### 9. Update on dean search task force

Councilor Morley gave a brief update on the progress of the dean search task force. One suggestion mentioned was that internal candidates give a public presentation just as external candidates are expected to.

Revised and submitted by M. Sexton, December 4, 2007