

Approved February 20, 2008

Executive Council
Board Room
February 13, 2008

Members Present: Steve Rice, Anita Stellenwerf, Susan Eisner, Marcia Sexton, Lisa Cassidy, Maria Vail, Erin Augis, Amruth Kumar, Provost Beth Barnett, Eric Karlin (via telephone), Jim Morley

Members Absent: Irene Kuchta

Executive Council meeting with Provost Barnett 10:15a-11:30a

1. Summer Calendar

Provost Barnett informed the Executive Council that there has not been a response from the Registrar's Office on adjusting the summer calendar and she has concerns with the 2 week break between sessions. Councilor Eisner submitted 3 proposals for the summer schedule for the Executive Council and Provost to review. A general discussion took place on the start of summer sessions including accommodating schedules from other institutions, offering "guaranteed go" courses, and catering to adult students.

Action Item: Provost Barnett will request a response from the Registrar's Office by today and forward that information to the Executive Council.

Action Item: Councilor Eisner will send her 3 proposals for the summer schedule to members of Executive Council and Provost Barnett for review and comment.

2. Graduate Programs

President Karlin provided an update on graduate programs: 1) the Master of Arts in Teaching is not being pursued, 2) the Master in Educational Leadership is being pursued and a faculty line has been designated to develop the program. The Leadership program is expected to be taught primarily by adjuncts in partnership with local school districts. Members of Executive Council expressed confusion over the process of how programs, including graduate programs, are developed and approved, whether a tenure track position should be filled prior to the program that will house it being approved, and whether the program proposal would better be conducted on a contract basis. Group consensus was that graduate programs should not be undertaken at the expense of undergraduate programs. Provost Barnett reminded Executive Council that any graduate program must be reviewed by the Graduate Council and ARC before it can be approved by the State. A related discussion brought up the topic of teaching graduate courses in-load vs. the current policy of teaching them out-of-load.

Action Item: Provost Barnett will continue to dialogue with the educational faculty and Alex Urbiel and inform Executive Council of any developments.

3. Reimbursement issues

A brief discussion took place on problems involving reimbursements for teaching graduate courses, travel, and special payments including missing paperwork, lag time, procedures, and unclear and cumbersome forms.

Action Item: Provost Barnett will check the status of reimbursements and report back to the Executive Council.

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4. Funding Task Force

Provost Barnett has not heard back from President Mercer regarding the Task Force charge.

Action Item: Executive Council will recommend members for the Task Force and submit their recommendations to the President at the next meeting with President Mercer and Provost Barnett.

5. Academic Plan

Provost Barnett reported that Unit plans are in development and funding will be based on those plans. She has also requested the deans provide a report of what goals 1) have been accomplished, 2) still in progress, and 3) not achieved based on last year's plans. Executive Council members were polled as to whether Deans had discussed this with Unit Councils. Few units had. Three Deans have submitted their reports to the Provost; Unit Councils may not have been involved in those reports. Executive Council asked the Provost to remind the Deans that Unit Councils are to participate in the academic planning process.

Action Item: Provost Barnett will send an updated draft of the Academic Plan to Executive Council for additional feedback with the deadline as soon as possible.

6. Convener job description

The current draft of the convener job description has been approved by Provost Barnett but Executive Council is still concerned with compensation which is negotiated by the Union. Discussion also involved a continued need to review the adjunct rate to determine release time for conveners, the need for consolidating the number of conveners, and possible compensation for work done over the summer or a 12 month pay schedule for conveners.

7. Federal Government View of Higher Education

Provost Barnett informed Executive Council of movement at the federal level for additional standardized assessment and referred to the Spelling's Report. Three standardized tests for critical thinking and general education have been proposed in addition to the formative assessment institutions already undergo. Discussion ensued expressing Executive Council concerns regarding actions that might move higher education to modeling "No Child Left Behind" given its outcomes.

Action Item: Provost Barnett will send Executive Council information and updates on the proposed standardized assessments.

Executive Council Meeting 11:30a-12:00p

1. IPP Task Force

Members of Executive Council proposed changes to the Implementation of Personnel Procedures Task Force, after conversation between Executive Council and AFT Local leadership, including removing ex-officio AFT and Executive Council representatives from the Task Force. The Task Force will present its report at the April 30 Faculty Assembly.

Action Item: President Karlin will email the Task Force's charge to the college by this afternoon.

2. Sabbatical Grievance

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President Karlin informed Executive Council that the Union is filing a grievance in regards to sabbaticals.

3. Spring meeting schedule

Some Councilors expressed confusion regarding the spring Academic meeting schedule. The schedule posted on the Faculty Assembly webpage is the most current.

Action Item: President Karlin will add the Unit Secretaries to any email update on meeting changes.

4. Evaluation of President and Senior administrators

Executive Council held a brief discussion on evaluating the President and senior administrators and needing guidance on conducting evaluations.

Action Item: Executive Council will run an evaluation of the President and senior administration using the current form.

5. Agenda for February 20 Faculty Assembly

- Proposed modifications to current governance (followed by mail ballot)
- general education assessment
- development of graduate programs
- IPP Task Force-presented by Councilors Stellenwerf and Kuchta
- replacements for Executive Council members: President, Secretary, All-College Representatives

6. College closings

Action Item: Decisions on when the college closes (early closing or delayed openings) is an agenda item for the next Executive Council meeting with President Mercer

Revised by M. Sexton, February 19, 2008