

Approved May 14, 2008

Executive Council  
Board Room  
April 30, 2008

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

Executive Council Meeting 9-9:30a

1. Executive Council Members for next cycle

Members of the Faculty Assembly Executive Council for the 2008-2010 terms are:

Eddie Saiff, TAS, Faculty Assembly President

Rob Mentore, TAS

Bob Becklin, SSHS

Jim Morley, SSHS, Councilor At Large/Under 10

Marta Bautis, CA

Elaine Risch, LIB

Anita Stellenwerf, ASB

Madhu Govindaluri, ASB, has accepted a nomination for Faculty Assembly Secretary and will make a brief presentation at this afternoon's Assembly. Council representation is still needed from AIS and the Councilor At Large/Over 10. Nominations will close at the end of today's Faculty Assembly followed by a mail ballot.

2. Process of program approval (see also Item #3 below)

Executive Council members participated in a general discussion on the process of program approval including the Faculty Assembly/ARC guidelines. It was reported that the Board of Trustees approved the Master's program in Sustainability Studies (MASS) as a concept. Members present briefly discussed the merits of Board approval as a preliminary step (beginning of development) or the current procedure which puts Board approval as a final step.

3. End of Semester issues (see also Item #5 below)

President Karlin informed Executive Council of a few end of semester issues that he had received including final exams on Monday, May 12, housing issues for students with exams on the day the residence halls close, student athletes balancing games during finals week, verification of the final exam schedule, and finals given the last day of class and not during finals week. President Karlin also informed the Executive Council that the Registrar would like to cancel low enrolled summer session classes four weeks before start of Summer I, cancellations normally happen two weeks advance. Councilors discussed recommendations regarding these items to bring to the Provost, and expressed continuing concern regarding measures to enhance traditional Summer session.

Executive Council Meeting with Provost Barnett 9:30a-11:00a

1. Fiscal & Operational Effectiveness

Executive Council presented Provost Barnett with its Fiscal & Operational Effectiveness document.

Approved May 14, 2008

**Action Item:** Executive Council will meet with Provost Barnett on Wednesday, May 14, 2008, to discuss the document.

## 2. Graduate Program in Sustainability Studies

The Master of Arts in Sustainability Studies (MASS) program has been approved in concept by the Board of Trustees. The program will go through the Faculty Assembly/ARC review process before it goes off campus for state approval. A target implementation date is Fall 2009. Provost Barnett informed Executive Council that the purview of the Board of Trustees is to review programs for support of the College's mission and financial viability not curricular aspects.

## 3. Process of program approval (see also Item #2 above)

Members of Executive Council expressed concerns with what was perceived as a detour in the process of program approval with the Board of Trustees' approval of the MASS program. General discussion ensued weighing the merits of Board approval at the beginning stages of program development or at the end as is currently practice. The Provost noted that as the Board of Trustees had approved the MASS there was no need for the program to be resubmitted to the Board. She said that the proposed program would now follow the process outlined in the ARC manual for the approval of new programs before it is submitted to the State. The Executive Council and the Provost both agreed that in the future Board approval would remain a final step in the process, and that in the future the Board would receive documentation in the format that will facilitate their action as conceived by the President and Provost.

**Action Item:** Provost Barnett will address Board approval of the MASS program as a concept at today's Faculty Assembly meeting.

## 4. Preliminary report of Task Force on Implementation of Personnel Procedures

Councilors Kuchta and Stellenwerf presented the preliminary report of the IPP Task Force to Provost Barnett. The report is up for discussion at today's Faculty Assembly. Members present participated in a general discussion on procedures, online submissions, standardized procedures across units, dean class observations, peer observations, and convening group review of packets. The report also suggests a change in the reappointment schedule whereby candidates would only apply for reappointment in the fall and entering faculty's first reappointment application would be in the fall of the second year.

## 5. End of semester issues (see also Item #3 above)

President Karlin reiterated some of the end of semester issues he had received including final exams on Monday, May 12, housing problems with students taking finals the day the residence halls close, student athletes with games during finals week, RAs requesting verification of students in Monday finals, and finals given the last day of class rather than finals week. There was extensive discussion on end of semester issues. President Karlin also informed Provost Barnett that the Registrar wanted to cancel low enrolled summer sessions four weeks before the start of the Summer term. Normally, classes are canceled two weeks before the start of Summer session. Provost Barnett also informed Executive Council that online courses need a minimum enrollment of 9 students for the course to go; regular classes need a minimum of 6 students to go. Councilors suggested that the Administration notify students to enroll for Summer classes as low

Approved May 14, 2008

enrolled classes will be cancelled; many students do not know that nor do they know the deadlines.

**Action Item:** Provost Barnett will check with the Registrar in regards to cancelling Summer courses.

6. End of semester wrap-up

Executive Council will not meet on Wednesday, May 7. Executive Council will meet with Provost Barnett on Wednesday, May 14. Agenda items for the 5/14 meeting include mentoring, summer courses, and the Provost's response to the Effectiveness document. A joint meeting of the outgoing/incoming Executive Council is scheduled for Wednesday, May 21.

**Action Item:** Councilor Rice will provide President Karlin with a list of faculty members who have served on committees, Task Forces, etc., to be recognized at the May 20 In-Service.

**Action Item:** Executive Council requests a flowchart of committees from Provost Barnett and a written assessment plan itemizing tasks and timelines for the College.

7. Minutes

Minutes of the April 23 Executive Council meeting were approved and will be posted.

Submitted by M. Sexton, May 8, 2008