

Approved 9-19-07

Executive Council
September 12, 2007
Board Room

Members Present: Eric Karlin, Susan Eisner, Irene Kuchta, Anita Stellenwerf, Erin Augis, Amruth Kumar, Maria Vail, Stephen Rice, Marcia Sexton, President Peter Mercer, Provost Beth Barnett

Members Absent: Lisa Cassidy (absent due to teaching conflict), Jim Morley

1. Next week's meeting will be in ASB 230

2. Minutes of the September 4 Faculty Assembly and September 5 Executive Council meetings will be re-sent to members. Please email any changes and/or approval to msexton@ramapo.edu by Friday, September 14, 12:00pm.

3. Executive Council general discussion

Council members discussed a number of topics prior to meeting with President Mercer and Provost Barnett. These included 1) the 2nd Draft of the Strategic Plan, 2) evaluations of senior administrators, 3) the draft Summer session schedule and master academic calendar, 4) length of contracts for deans, 5) administrative tenure, and 6) an update from representatives to the Parking Committee.

Executive Council meeting with President Mercer and Provost Barnett

1. Information Technology Services

Provost Barnett distributed a handout from CIO George Tabback outlining Information Technology Services. Members were asked to send any comments to gtabback@ramapo.edu.

2. President's Announcements

The 2nd Draft of the Strategic Plan has been posted on the Guide page for review and comment. An Open Forum on the 2nd Draft is scheduled for September 21 from 12:00p to 2:00p in the Pavilion. President Mercer has also solicited feedback from the faculty regarding all the departments that report to him.

3. Status of Evaluation Process for President and Senior Administration

Council members asked for clarification regarding the formal process of evaluating the President and senior administrators. The original intent was to evaluate the President, the Provost, and the deans on an annual cycle. The President clarified that the faculty has discretion to conduct and process informal evaluations of administrators, and concurred that such feedback would be valuable. Discussion also included selection processes for administrative positions including those transitioning from temporary positions and those to be eligible for tenure. Recommendation: Executive Council requested a written description of which administrative jobs were to be filled by search committee rather than by appointment, and which administrative jobs were to be eligible for tenure. Prior conversations had established that candidates for administrative positions eligible for tenure would be reviewed by faculty committee prior to hire regarding whether the candidate's record would meet standards for tenure.

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Action Item: Provost Barnett will review and share with Executive Council the deans' job descriptions and evaluation forms for updates in anticipation of formal evaluations of the deans in the spring.

Action Item: Executive Council will discuss instrumental issues of performing the informal evaluations including who tallies the results and who types up any comments.

4. Dean selection process

Members present discussed several topics relating to dean searches including external and internal candidates, contract lengths, terms of service, and formalizing the dean selection process. President Mercer reminded everyone present that the President, Provost, Vice Provosts/Presidents, and the deans are eligible for tenure within 2 years.

Recommendation: Executive Council recommends the process for selecting deans be formalized in writing with the appropriate timetables in anticipation of future hiring cycles.

Action Item: Provost Barnett will lead a subcommittee of Executive Council members in formalizing the dean selection process. Members selected were Eric Karlin, Steve Rice, and either Jim Morley or Lisa Cassidy (to be determined at a later date). A dean search committee chair from the current cycle will also be asked to join the subcommittee.

5. All-College Meeting times

Suggestion: Members of Executive Council suggested eliminating the 15 minute built in breaks in classes meeting once per week on Wednesday mornings to allow additional and earlier start to Wednesday meeting time, and open up the second Wednesday morning slot to faculty for teaching. The proposed class times are: 8:00a-11:00a and 11:10a-2:10p. This would allow meeting time from 2:15p to 5:15p.

Action Item: Provost Barnett will attempt to implement this suggestion for Spring 08 and definitely adjust the schedule for Fall 08.

6. Summer 2008

Council members expressed concerns with the draft summer sessions. Some concerns dealt with the suggestion of a Maymester, which faculty rejected last year, starting Summer classes on May 12 (the last day of spring finals), the 2nd summer session going into the middle of August, and the justification and need for 3 sessions. Questions were raised re: the Summer Task Force report, and "guaranteed go" courses.

Action Item: Provost Barnett is preparing a student survey on summer sessions and will send it to the Executive Council for feedback prior to distributing it. EC will discuss Summer further with Provost.

7. Scholarship funding/earning opportunities

Members present discussed the continued need for transparency on potential or current funding sources and discussed the guide to funding sources provided by Councilor Lisa Cassidy. Additional topics under discussion were 1) the deans' responsibility to mentor newer faculty, 2) establishing or resurrecting a formal mentoring program, 3) the impact of the Faculty Resource Center, 4) the lifecycle of faculty, and 5) faculty development issues.

8. Master calendar status

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Action Item: Amruth Kumar will submit a copy of the calendar questionnaire to Provost Barnett for possible inclusion with her summer survey.

9. Miscellaneous discussion/information items

- Focused agenda with 1 week notice on items/documents for all parties
- Dean of AIS position posted, still need 1 search committee member
- Other ways of engaging faculty beyond Faculty Assembly

Revised and submitted by M. Sexton, September 20, 2007