

Approved October 3, 2007

Executive Council
September 26, 2007
Library Conference Rm

Members Present: Steve Rice, Meredith Davis (substituting for Maria Vail), Susan Eisner, Irene Kuchta, Eric Karlin, Anita Stellenwerf, Erin Augis, Amruth Kumar, Marcia Sexton, Jim Morley, Provost Beth Barnett

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

1. Open Forum on Strategic Plan

President Karlin reported on the Strategic Plan Open Forum held Friday, September 21. The attendance was low and while he was there very little input was provided from other units. The Strategic Plan Task Force received the response from the Executive Council. Executive Council discussed reasons for low faculty attendance including 1) date/time meeting of the Forum, 2) feedback was submitted to draft 1 and results of that input, and 3) Executive Council represents the faculty and provided input. A topic for next week's Executive Council agenda is faculty engagement and attendance at college events

2. Meeting times

President Karlin reported receiving 2 emails opposed to the proposal of adjusting class times on Wednesdays. The comments related to needing a break in a three hour class.

3. Selection of Executive Council Vice President

President Karlin will ask Councilor Rice if he is interested in serving. Councilor Eisner had previously volunteered to serve if others were unavailable, and reaffirmed that position.

4. Founder's Day

Executive Council discussed an administrative proposal to change the frequency of celebrating Founder's Day to every five years based on recent experience and financial constraints. Discussion topics included combining the celebration with the college picnic in spring, redefining the tradition of Founder's Day, alumni involvement, the role of the founding faculty and retired faculty, and changing the emphasis to celebrate all faculty.

Recommendation: The Executive Council recommends keeping Founder's Day as an annual or bi-annual celebration but redefining its purpose.

5. Provost's Office update

President Karlin reported attending the visitation and funeral for the late Barbara Csejka-Trottere. She was an integral part of the Provost's Office and supported the Faculty Assembly in many ways. A temporary staff member has been hired in the Provost's Office (See also Item #4 below).

6. Student Survey

Council members briefly discussed the student survey, in particular, the question that dealt with the start of the spring semester.

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Executive Council discussion with Provost Barnett

1. Founder's Day

Continuing the discussion from Item 4 above, Provost Barnett put forth the student perspective and their request for more celebratory events. The students see Founder's Day as a birthday party. Provost Barnett also announced that SGA will be sponsoring Octoberfest on October 11-13, 2007, as a campus celebration. Financial constraints make providing a dinner problematic. Some campus feedback felt it important to continue providing a dinner. In response, a \$20 per person charge had been suggested. The events committee rejected that and suggested that without a dinner Founder's Day should be cancelled. Provost Barnett indicated that the President's Cabinet would continue discussion on this issue.

Action Item: Executive Council asked Vice-Provost Martha Ecker to inform the President's Cabinet that was meeting the same day of their suggestion of re-envisioning Founder's Day and retaining it as an annual or bi-annual event.

2. Faculty Assembly representation on President's Extended Cabinet

Suggestion: It was suggested by members of Executive Council that the Faculty Assembly President sit on the President's Extended Cabinet as had been originally envisioned.

3. Student Survey

Provost Barnett reported incorporating feedback into the latest draft of the student survey. The survey has been distributed and the deadline to fill it out is Sunday, September 30, results will be available Monday, October 1. Additional topics of discussion included the spring 2008 semester starting on January 22, starting spring after the Martin Luther King holiday, the impact of start dates on labs, SGA support of a Reading Day before Finals, and the role of Academic Affairs and Student Affairs in serving our students.

4. Provost's Office Update

The Provost has hired a temporary staff member and will be conducting a search for a permanent replacement for the late Barbara Csejka-Trottere (See also Item #5 above). Joan Capizzi and Pat Reynolds are currently covering Barbara's former duties until a permanent replacement is hired. Cross training and the organization of clerical staff was discussed. General discussion among members present turned to job responsibilities within Provost's Office, job descriptions, search processes, and associations with faculty lines. Provost Barnett reported that Bonnie Franklin, Marketing and Communications, will be retiring. Rosa Mulryan currently reports to Provost Barnett in the capacity of Assistant Vice President for Innovative and Professional Learning. Angela Cristini reports to Interim Dean Sam Rosenberg, SSHS, as the Director of the MSET Program; she reports to the Provost on her work with the Meadowlands Environmental Center and holds the title of Executive Director of Special Programs.

Action Item: Executive Council members requested an organization chart for the Provost's Office with job duties and reporting lines.

5. Meeting times and Wednesday schedule

Provost Barnett reported that the deans are against the proposed adjustment to the Wednesday class schedule and the removal of the 15 minute break during three hour classes (See also Item #2 above). Related discussion topics included student learning time, classroom space, lab space, moving meeting times to lunchtime/middle of the day, flexibility within the

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Wednesday schedule, faculty teaching all their classes on two days, and financial implications of classroom space. The Executive Council asked for data regarding how many non-adjunct faculty are teaching in which slots on Wednesdays, and options backed by data on optimal Wednesday scheduling to implement for Fall 2008. In the interim, the Executive Council asked about the possibility of the following time slots for Wednesdays: 9:00-12:15 (class), 12:30-5:00 meeting time, 1:00-4:15 (teaching time for adjuncts only), 5:30-8:45 or 6:00-9:15 evening teaching slot. **Action Item:** Provost Barnett will provide Executive Council members with the number of adjuncts teaching during the second Wednesday slot and report back on various scheduling options for Wednesdays.

6. Dean search/selection process

After consultation with President Mercer, Provost Barnett accepted the recommendations of the Dean Search Committees. The Provost also accepted the Executive Council's representative recommendations for the Dean Search Process Task Force. Members to include: Eric Karlin, TAS, Steve Rice, AIS, Jim Morley, SSHS, Roger Johnson, CA, Thierry Rakotobe-Joel, ASB, and Irene Kuchta, Library. The Task Force will meet shortly.

7. Strategic Plan

The Strategic Plan Task Force will meet on Friday, September 28, to discuss feedback received and prepare the next draft. President Mercer plans to present the next draft to the Board of Trustees at their meeting in November. Members present also discussed continued concerns with the Strategic Plan and its apparent lack of attention to faculty role/responsibility in achieving the academic goals and its apparent focus on pleasing students rather than clearly prioritizing student learning. That discussion triggered a discussion about the transition in higher education to emphasis on student learning (output) rather than on instruction (input), the role of admissions re: curriculum, the role of faculty improving learning experiences, faculty development vs. scholarship, and defining student learning. The Executive Council suggested a follow-up meeting with the Provost to discuss these academic issues in more depth.

8. Next meeting

Executive Council will meet on October 3, 2007, in ASB 230 at 8:00am. Provost Barnett is invited for breakfast from 8:00a-9:00a. The regular Executive Council will meet from 9:00a-11:00a.

Revised by M. Sexton, October 2, 2007