

Faculty Assembly Executive Council (FAEC) Meeting Minutes
November 4, 2015
ASB: 007-008
10:30 AM to 11:30 AM

Attendees: Emma Rainforth, Rebecca Root, Renata Gangemi, Ken McMurdy, Susan Kurzmann, Roark Atkinson, Susan Eisner, Eva Ogens

Excused Absences: Bonnie Blake

Secretary: Mark Skowronski

Guests: Peter Mercer and Beth Barnett

- 1) Approval of FAEC minutes from October 28, 2015
 - a. Approved.

- 2) FA President Emma Rainforth's Report
 - a. Prof. Rainforth met with President Mercer earlier today. He indicated that the FA's proposed Library Renovations Task Force is not inconsistent with the College's priorities for capital expenditures. In the event that funding became available, President Mercer will likely initiate an administrative task force for the library (that includes faculty and coordinates with the FA's task force).
 - b. Graduate Council has been discussing graduate/undergraduate teaching load. Current college policy is that full-time faculty must teach four undergraduate courses per year. However, accreditation of certain graduate programs (e.g., MSW, MSN) requires graduate faculty to teach 50% of their courses at the graduate level. This is an issue that the FAEC will have to discuss in the future. This issue also affects the approval of programs by ARC.
 - i. Several members speculated on possible modifications to the current policy. For example, the policy might be amended to allow for exceptions when absolutely necessary for program accreditation. Alternatively, departments may be able to maintain a specific percentage of undergraduate faculty – in which case graduate faculty would need to be balanced out by additional undergraduate faculty. Several members asked about the related policies of sister schools.

- 3) Guests: President Mercer and Provost Barnett (10:45 - 11:15)
 - a. The FAEC discussed the proposed FA Library Renovations Task Force with President Mercer. Should funding become available, the College might want to extend the library to include space that is not "library space"

per se. President Mercer suggested that the library renovations, should they be funded and approved, would likely occur in stages and would likely require an administrative task force (see above). President Mercer also reported that he has been discussing ways to increase fundraising with the Board of Trustees.

- b. Provost Barnett reiterated her support for the FAEC's interest in library renovations. She indicated that the library needs more space to accommodate students' study groups and various projects (e.g., the American History Textbook Project). The FAEC informed Provost Barnett that the proposed Library Renovations Task Force will want to set times to discuss its work with her. Prof. Rainforth also informed the Provost that the task force will likely want access to Banner data (the Provost responded that the Director of Institutional Research would be the contact person for such data requests).
 - c. An FAEC member asked President Mercer about a potential relationship between the condition of faculty buildings (e.g., mold) and staff/faculty illnesses. President Mercer recommended that these concerns be discussed with Deans--who may want to initiate a health & safety study.
 - d. The Provost was asked about the status of approving the Academic Excellence's Task Force Report. The Provost reported that she has received a proposal from TAS regarding the laboratory credit issue. She is still waiting for additional data; however, this issue will need to be resolved by mid-Spring in order to manage scheduling. Any changes will have to be coordinated with changes in Gen Ed.
- 4) Library Renovations Working Group
- a. The FAEC approves Prof Atkinson's draft charge for the FA Library Renovations Task Force.
 - b. Prof. Atkinson will extend an invitation to working group members to attend the library convening group's meeting.
 - c. An FAEC member reminded the committee that the library is part of the Berrie Center's galleries, and requested that the Library Renovations Working Group include that in their planning. There is space in the library for the display of art.
- 5) Update from the Task Force on the Class Schedule
- a. The scheduling task force is searching for open meeting times in the spring without changing the announced class schedule.
 - b. There was a suggestion that standing committees that meet regularly identify spring meeting times in advance so these times can be placed on the meeting calendar.

- c. Assessment of the new schedule is not likely to occur until Feb (in order to give stakeholders a chance to experience the changes). A survey (of both faculty and students) is currently being drafted by the scheduling task force. The FAEC will give the chair of the scheduling task force time at the next FA to provide an update.
- 6) First Year Seminar: Summer Reading and Convocation Speaker Process
- a. Some faculty members are concerned about the current practice of using the author of the FYS summer reading as the convocation speaker (as speaking fees may be affecting the selection of FYS summer reading). There are also concerns that requiring all sections of FYS to use the same summer reading is a violation of academic freedom. The FAEC is unclear what action these faculty members are seeking. The FAEC asked what practices are used at other schools. It also encourages the FYS faculty to meet and discuss specific concerns and proposals for a new process. The FAEC can deal with this issue more effectively with a formal recommendation from FYS faculty.
- 7) Other Items
- a. Provost will be attending SSHGS's Unit Council meeting in November, CA's Unit Council meeting in December, and the meetings of other departments early next semester. FAEC reps do not need to ask faculty if they want the Provost to attend their Unit Council meeting. FAEC President will confirm with Provost that the schedule is timed to providing unit input into Dean reappointments.
 - b. FAEC President Rainforth will send out the Dean's survey to faculty this week.
 - c. The FAEC's meeting will be extended until 12:30pm on Nov. 18. The FAEC may need to meet on Monday, Nov. 23.
 - d. The Service Task Force has not yet sent a survey to faculty. Prof. Rainforth will investigate this. As "Service" has been cited as a reason updating the Faculty Handbook has still not moved forward, FAEC members recommend determining what the Provost needs re: Service, by when, and how it can be provided in order to move updating the Faculty Handbook forward.
 - e. The FAEC will invite the General Education Task Force II chair to the FAEC meeting on Nov. 18.
 - f. Announcements at Unit Council, Nov. 18
 - i. Standing committees that want meeting times on the master calendar should contact Prof. Rainforth.

- ii. Follow up on the collapsing of interdisciplinary convening group meeting times.
- iii. Announce that the FAEC has a working group on charging a library renovations task force. The charge will be voted on at FA (Dec. 2).
- iv. Report that the Dean's survey will be ready before Nov. 18 (all Deans are surveyed, even if they are not up for reappointment).
- v. Announce the Provost's attendance at select Unit Council meetings (see above).
- vi. Announce that Faculty interested in running for FA president should send nominations to the FA Secretary (Mark Skowronski, mskowron@ramapo.edu) by Nov. 25. These nominees will make a five minute presentation at FA (Dec. 2).