Minutes of Faculty Senate Meeting
September 2, 2011

Present: Carolyn Chavez, Maria E. de Boyrie, C. Megan Downes, Chris Erickson, Gerald Hampton, Kevin Melendrez, Mihai Niculescu, Harikumar Sankaran
Absent: Arash Azadegan and P. Tunnell
Guest: Steven Elias

Meeting was called to order at 9:31 am

Chair, H. Sankaran, was nominated and elected in the last meeting of the spring semester.

M. E. de Boyrie was asked to take the minutes of each meeting. There was no objection.

S. Elias was introduced as the liaison between CEC and the Faculty Council (FC). H. Sankaran made it clear that the role of the liaison was not to monitor the members of FC and that he would not be present in all meetings.

The floor was given to S. Elias who reiterated that he would only visit with the committee upon request. He introduced the checklist assigned to FC by CEC. (Checklist is attached for reference).

Issues raised by committee members regarding the checklist:
- The checklist should be a suggestion and not a mandate.
- The process is questionable because of the right hand side of the table (last four columns) is something the FC ought to figure out and should not be a mandate from CEC.
- Some of the members do not agree with the message it sends.
  - CEC should not dictate how any college committee should run their business.
  - CEC is setting agenda rather than the faculty.
- A reference was made to the AACSB document regarding faculty leadership in the accreditation process.

H. Sankaran raised questions and made comments regarding list items.
- Item #2. The committee does not agree with the word annually and suggest it be changed to ‘as needed’. The committee is not sure whether this request is due to the fact that CEC has a faculty representative although it is not in the by-laws.
- Item #3. It is not clear what ‘facilitate’ and ‘review’ means. Again, the committee members do not agree with the word annually and suggest it should be changed to ‘as needed’.
- Item #7. Last semester the committee members voted that administrators are not eligible; however, it will be discussed further by FC.
- Items #8-13. Already done by committee.
- Items #15-17. Clarification was asked from S. Elias
  - Dean Carruthers made additional funds available for International travel for research/Travel to academic board meetings/Professional leadership participation. The problem is that Professional Leadership participation has not been well defined and it may create problems when FC analyzes the Faculty Funding application Form.
  - Every committee is asked to review a certain section of the Fifth Year Maintenance of Accreditation Report. S. Elias is to provide FC with the section assigned the committee.
  - Regarding item #17, S. Elias made clear that D. Arnold will be selecting the persons he would like to meet with.

S. Elias departed at 10:12 am.

The issue of teaching loads proposed by P. Tunnell via e-mail to FC members was postponed until a later meeting.

Teaching Evaluation
- The members of the committee were referred to e-mail communications between S. Sankaran and Deans K. Brook and G. Carruthers dated August 19, 2011. (Copies of email attached).
- C. Erickson’s proposal presented to faculty in CoB’s Convocation would make it so that each department is in charge of what could/would be used as evidence of teaching performance. The burden of providing these to the chair of the department would fall on the faculty member.
- Teaching evaluation should be moved from being personnel specific.
  - Rational: Different department heads within the same department evaluate faculty differently.
- Documentation as to how each department is in compliance with University requirements and how it is integrated with P&T guidelines should be made available to the Faculty Council at the earliest.
Faculty Council representative to CEC
   It was unanimously voted that the chair of the FC serve as faculty representative in the CEC meetings.

Departmental Instruments and Procedures to evaluate teaching performance
   These documents need to be placed in the P&T documents.

Assignment to FC members before next FC meeting
   • Read the Participants Section of the Fifth Year Maintenance of Accreditation Report assigned to FC.
   • Each FC member needs to contact his/her department head and ask for:
     o A copy of the instrument used to evaluate teaching performance,
     o The procedure used (weight and how faculty teaching is evaluated) by each department head to implement the policy proposed by the Provost, and
     o Documentation as to how each department is in compliance with University requirements and how it is integrated with P&T guidelines should also be requested. These should be sent to H. Sankaran via e-mail.

Next Meeting: September 16, 2011 at 9:30 am. Place to be determined.

Meeting adjourned at 10:40 am.