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2012-09-05 Minutes of the Executive Committee of the Academic Senate

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Minutes of the Executive Committee of the Academic Senate

September 5, 2012

St. Mary's Hall Room 113B

Present: Paul Benson, George Doyle, Harry Gerla, Emily Hicks, Sheila Hughes, Terrance Lau, Ruth Monnier, Leno Pedrotti, Carolyn Phelps, Joe Saliba

Absent: Corinne Daprano

Guests: None

Opening Meditation: Sheila Hughes opened the meeting with a meditation.

Minutes: The minutes of the April 23, 2012 ECAS minutes were approved after minor friendly amendments.

Announcements

The next meeting of ECAS will be on September 12 from 3:15-4:45 in SM113B.

Carolyn Phelps announced that Ruth Monnier would be the student undergraduate representative on ECAS.

Carolyn Phelps announced that the webcast on faculty evaluations, organized by the SET committee, which was scheduled to take place on September 25 from 11:30 to 3:30 in the LTC, has been canceled. Emily Hicks noted that the last of the Senate documents have been moved to the Digital Resource Commons. Further Hicks reported that pages with the signatures of the Provost and the President of the University indicating approval of a given Senate document should be attached to that document before being archived. The recently approved documents will probably need to be replaced with a version that includes the approval page.

It was noted that ECAS needs to pick a student representative for the Committee on the Common Academic Program and Competencies.

Old Business

Discussion of the SET Update

At the August 29 meeting of ECAS, Linda Hartley, chair of the Student Evaluation of Teaching (SET) Committee, presented a report detailing the summer 2012 activities, findings, and recommendations of the SET committee established by Senate Document 12-03. Carolyn Phelps called for a discussion of that report and the recommendations of the SET Committee. Joe Saliba stated that, before piloting delivery (in-house vs commercial) strategies for the SET instrument, the faculty should have opportunities to thoroughly discuss the content of a proposed SET instrument. Some discussion followed in which the rationale for piloting a commercial product was questioned. It was agreed that it is not yet clear if a commercial system would have cost and ease-of-implementation advantages when compared to an in-house delivery system. It was noted that either delivery method (in-house or commercial) could presumably use the same content (that is, the same set of questions). There was general agreement among ECAS members that the SET committee should formulate a proposed list of questions that would form the content of a proposed SET-instrument and that this list of question should be disseminated to the faculty and students for feedback. ECAS members agreed that, once the content of the SET instrument is agreed upon, the SET committee could move to the implementation of a pilot. Further there was consensus among ECAS members that the process of the discussion of the content of the proposed new SET instrument should take place this semester (Fall 2012), with the implementation of a pilot possibly occurring next semester (Spring 2013). Joe Saliba commented that criteria for comparison of commercial and in-house instruments and a continuous improvement plan for the SET instrument need to be developed.

Faculty Workload and Outside Employment Document Status

Carolyn Phelps noted that documents related to faculty workload and outside employment policies were tabled at the last meeting of the full Senate, which took place on April 27, 2012. Emily Hicks indicated that Pat Donnelly has already made some revisions to the outside employment document and the the Faculty Affairs Committee planned to discuss these revisions and the status of the document at

their September 14 meeting. It was agreed that, since no substantial changes have been made to the faculty workload document since the April 27, 2012 Senate meeting, this document could be placed on the agenda of the September 21, 2012 Senate meeting. It was noted that placing the document on the agenda does not imply that a vote on the policy will be held. Joe Saliba opined that, while faculty should have full opportunity to discuss and comment on the faculty workload policy, the Board of Trustees is expecting a faculty workload policy and so it may be useful to set a deadline for the completion of the Senate process.

New Business

A proposal from the Student Academic Policy Committee (SAPC) regarding scholarship distribution was brought up for discussion. George Doyle, chair of the SAPC, noted that Kathy Harmon, Dean of Admission, had looked over the SAPC proposal and noted that some of the suggestions in the proposal are related to changes already being contemplated. George Doyle reported that Kathy Harmon was to meet soon with the SAPC and that he would provide an update on the SAPC proposal after that meeting.

The meeting adjourned at 4:35.

Submitted by Leno Pedrotti

Work in Progress

Task	Source	Previously assigned	To	Work due	Due
Consultation	ECAS	ECAS	ECAS	Open communication	ongoing
Faculty workload			FAC	Report & proposal	need idea of due date?
Policy on outside employment			FAC	Report & proposal	need idea of due date?
18 th credit hour	Faculty		SAPC	Proposal	
Summer tuition	Faculty		SAPC	Proposal	
Tasks ongoing					
SET Committee oversight	ECAS		ECAS	Hear monthly reports; Linda Hartley, chair	
CAP Competency Committee oversight	Senate		APC	Hear monthly reports	
UNRC			ECAS	Hear monthly reports; Emily Hicks, chair	