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## 2013-03-27 Minutes of the Executive Committee of the Academic Senate

University of Dayton. Academic Senate. Executive Committee

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Approved  
Minutes of the Executive Committee of the Academic Senate  
March 27, 2013  
St. Mary's Hall Room 113B

**Present:** Corinne Daprano, George Doyle, Ralph Frasca, Harry Gerla, Emily Hicks, Sheila Hughes, Leno Pedrotti, Carolyn Phelps, Joseph Saliba

**Absent:** Paul Benson, Robyn Bradford, Hussein Saleh

**Guest:** Jim Farrelly, Pat Donnelly

**Opening Meditation:** Leno Pedrotti opened the meeting with a meditation.

**Minutes:** The minutes of the March 20, ECAS meeting were approved.

**Announcements:**

The next meeting of ECAS is April 3, 2013 from 3:15-4:45 PM in SM 113B.

**Reports:**

Committee Reports

FAC. E. Hicks reported that the FAC is scheduled to meet on April 15 but since the FAC has no pending business that meeting might be canceled.

APC. L. Pedrotti reported that the final draft of the department change policy document should be ready next week for review by ECAS.

SAPC. G. Doyle reported that no changes have been made to the on-line fall composite regarding the ability for second year students to now take 18<sup>th</sup> semester hours per semester. P. Donnelly suggested that the Provost's Office issue a statement to faculty and advisors making them aware of the policy change. This change would apply to students who have completed 30 or more semester hours by the end of the term.

**Old Business:**

Proposal to Discontinue B.S. in Education in Art Education. L. Pedrotti reviewed the proposal and then ECAS agreed to add the document to the April ASenate meeting agenda.

Department Chairperson. P. Donnelly explained that there are position descriptions in the faculty handbook that are out of date and need to be updated. One description that may need to be revised is that of the department chairperson. E. Hicks suggested looking at all the other role descriptions (e.g. faculty, Dean) together and revising each as needed. S. Hughes suggested consulting with the Chair's Collaborative regarding revisions to specific department chair functions. J. Saliba suggested creating a small task force to review needed position description changes. The task force could work this summer and then send the revised handbook to ECAS in the fall. P. Donnelly agreed to recruit some department chairs to work on the revisions. J. Farrelly also agreed to work on the handbook revisions. J. Saliba suggested creating a standing committee that would continually review/revise the faculty handbook.

Summer Teaching Policy. ECAS agreed that more information was needed before deciding what action to take regarding the issue of a summer teaching policy. P. Donnelly indicated that there is no summer teaching policy currently in the faculty handbook. The handbook does include descriptions of what constitutes ranked faculty and instructional staff. J. Farrelly asserted that the policy applies to faculty

only not instructional staff. He further stated that faculty are the only ones permitted to teach in the summer. P. Donnelly responded that there is no university policy prohibiting department chairs from hiring adjuncts to teach summer courses. In addition, there is nothing in the summer teaching policy that neither allows nor prohibits instructional staff from being paid 1/12 of their salary in the summer. H. Gerla suggested that responsibility for setting summer pay be left to whoever has responsibility for the department budget.

S. Hughes asked if there are other issues in the faculty handbook that need clarification. P. Donnelly suggested that it may make sense to form a small task force to examine policies and procedures affecting instructional staff. ECAS agreed that there is a need for clarification from the Provost's Office regarding guidelines and policies for instructional staff. C. Phelps then asked if the summer teaching policy should be assigned to the FAC or if more information was needed from the Provost's Office regarding this issue. P. Donnelly suggested that if a comprehensive review of policies and procedures for instructional staff is needed then a sub-committee could address the summer teaching issue during that review. J. Saliba suggested that the summer teaching issue be examined from a ranked and non-ranked faculty perspective.

ECAS recommended that: 1) P. Donnelly coordinate a review all instructional staff policies and procedures; and, 2) the position description for department chairs included in the faculty handbook also be reviewed.

ECAS agreed not to meet next week (April 3).

The meeting was adjourned at 4:30 PM.

Respectfully submitted by Corinne Daprano

Standing committee work assignments. Below is an updated list of assigned standing committee tasks:

<b>Task</b>	<b>Source</b>	<b>Previously assigned</b>	<b>To</b>	<b>Work due</b>	<b>Due</b>
Consultation	ECAS	ECAS	ECAS	Open communication	ongoing
Department Processes	ECAS		APC	Proposal	Fall
Competencies	CAPCC		APC	Proposal	April
Discontinuation of BSE in Art Ed	SOEAP	APC	ECAS	Proposal	April
Intellectual Property – Distance learning	Provost				
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	