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2015-03-20 Minutes of the Executive Committee of the Academic Senate

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Approved
Minutes of the Executive Committee of the Academic Senate
March 20, 2015
9:00-10:30 am, SM113B

Present: Phil Anloague, Erin Brown, Jim Dunne, Harry Gerla, Linda Hartley, Emily Hicks, Carissa Krane, Laura Leming, Dominic Sanfilippo

Absent: Paul Benson, Ed Mykytka, Kathy Webb

Guests: Corinne Daprano (Faculty Board), Pat Donnelly (Office of the Provost)

Opening prayer/meditation: L. Hartley opened the meeting with a prayer.

Minutes: The minutes of the March 13, 2015, ECAS meeting were approved with corrections.

Announcements:

- Next ECAS meeting is Friday, March 27, 2015, 9:00-10:30 am, St. Mary's 113B
- No ECAS meeting on Friday, April 3, 2015
- Next Academic Senate meeting is Friday, April 17, 2015, 3:00 pm KU East Ballroom
 - End of the year committee reports due (electronic copy to Emily)

ECAS Homework for March 27th:

Review the following:

- Charge for composition of senate
- Consultation documentation
- Revisions to Processes and Procedures document (DOC 2007-05)
- Review existing statement on research (p. 107 in Faculty Handbook)

Reports from Committees:

Academic Policies Committee: E. Mykytka reported the following in writing:

1. Finalized the executive summary of the results of the faculty survey on the academic calendar that was presented at last Friday's Senate meeting;
2. Discussed the possibility of additionally recommending that the summer calendar be studied in depth to enable both a longer intersession and a week-long spring break but did not achieve consensus sufficient to move forward with developing a formal recommendation; and
3. Discussed the latest draft of the undergraduate certificate policy; suggestions will be incorporated into the existing draft and discussed at our next meeting on March 27.

There was a brief discussion about where raw data, including comments, should be stored to ensure security and accessibility. The summary slides presented to Academic Senate are appended to the meeting minutes. D. Sanfilippo reported that the SGA survey data will be accessible from the SGA OrgSync file page (<https://orgsync.com/91477/files>).

The APC meets at 2 pm on the second and fourth Fridays.

Faculty Affairs Committee: H. Gerla reported that the committee will meet today to discuss documentation for the University Elections Committee. The FAC meets at 11:00 am on the first and third Fridays.

Student Academic Policies Committee: L. Leming reported that the committee had not met. C. Krane asked the committee to facilitate the creation of an editable report form for academic dishonesty before the end of the semester.

New Business:

Research Policy and Statement on Research: C. Krane reported that the statement will not be presented to the Board committee in May as previously planned. The Provost recommends that the existing statement or guiding principles on p. 107 of the Faculty Handbook be reviewed and revised as appropriate.

https://www.udayton.edu/provost/resources/docs/August_2014_UD_FacultyHandbook_Final.pdf

Review existing statement for next week. The revision of the document will not be ECAS responsibility, but will provide consultation to the Provost.

Academic Senate Membership: C. Krane asked ECAS to review the charge for previous Senate composition committee. Can same charge be used for new committee with minimal revision?

P. Donnelly initiated a discussion about procedures for sabbatical replacements. This issue comes up almost every year and we need some consistency. First, who should contact the runner-up—Provost's Office, Elections Committee Chair, or other? If there are issues with potential replacement appointment such as they can only serve one semester or everyone receiving votes in the previous election declines the appointment, what is the process? After discussion, ECAS prefers full year appointments according to the following:

1. Election results
2. Dean appointment with consultation from Senator going on sabbatical

Judicial Review Board appointment: The Senate's current representative to the JRB is going off of the Senate so a new Senate representative is needed. C. Krane will send Debra Monk a list of the 2015-2016 Academic Senators to determine if anyone already has the appropriate training which is preferable.

Old Business:

Consultative Matters Document: H. Gerla and C. Daprano reviewed the rationale for the document which included concern about appointments to university offices without consultation, particularly over the summer, and the events surrounding the outside employment policy review, rejection by the Academic Senate, and subsequent implementation by the Provost's Office. The goal was to provide a formal procedure for consultation. There was much discussion about whether clarification of this process was needed (or needed anymore). There was also much discussion about the meaning of consultation as it pertains to the Academic Senate. The current policies and procedures document was compared with this document. Pertinent areas of the Academic Senate constitution were also reviewed. The conversation was tabled for later discussion.

Follow up Consultation on Other Issues: C. Krane provided the following list:

- Evaluation of Academic Administrators: Document is moving to UPCC in April, 2015; Provost's office is developing process and procedures.
- Evaluation of Non-Academic Administrators: Under development by the President. Draft anticipated in May 2015.
- VP for Research: Open forums planned to discuss the authority and responsibilities of the position of the VP for Research—Academic and UDRI forums.
- Honor Code Revisions: Passed by the AS on March 13, 2015. Will be effective with the publishing of the student handbook for 2015-2016. Communication flow TBD
- Research Policy/Statement on Research: Consultation with the Senate.
- ELC: Document to be implemented effective July 1, 2015. Next steps will be to share with Deans and President's Council. Communication flow TBD
- Academic Climate: Plan of action and response—continued consultation.
- Two- year progress report from CAPC is due to the Academic Senate in Fall 2015. CAPC will give annual report at April 17th Academic Senate meeting.

The meeting was adjourned at 10:35 A.M.

Respectfully submitted by Emily Hicks

Work in Progress

Task	Source	Previously assigned	To	Work due	Due
Instructional staff titles	Provost's office		FAC		
Academic Calendar Survey	Calendar Committee/APC	APC	ECAS	Survey and results	Feb 2015
Information Literacy	ECAS		Task Force	Initial report due to Senate	April 17, 2015
AS Constitution revision	ECAS		ECAS		
Dismissal for academic dishonesty	SBA	SAPC	Chairs/Program Directors		
Policy for undergraduate certificate programs			APC		
Review ECAS/Senate representation on Elections Committee	ECAS		FAC		
Tasks ongoing					
Consultation	ECAS	ECAS	ECAS	Open communication	
CAP oversight	Senate		APC	Hear reports as needed	
UNRC			ECAS	Hear reports as needed	