

Minutes of the Executive Meeting of the Academic Senate

August 23, 2005

1. The meeting was called to order by Chairperson Jerry Brunetti at 9:00 a.m. August 23, 2005. Roll was called and the following Senators were present: Chair Jerry Brunetti, Vice-Chair Jane Sangwine-Yager, Past-Chair Jim Sauerberg, Robert Bulman, John Ely, Paul Giurlanda, Barbara Grant, Jim Hawley, Patrizia Longo, Lidia Luquet, Joan Peterson, James Temple, Ed Tywoniak, and Parliamentarian Michael Barram. Absent were Norm Bedford, Robert Gorsch and Hugh McAllister.
2. It was MOVED by Senator Temple and SECONDED by Senator Tywoniak to approve the minutes of the May 19, 2005 General Meeting. Motion approved.

REPORTS

3. Chairperson's Report - Chair Brunetti welcomed the new Senators. It was suggested that Michael Beseda be invited to next general meeting to report on fall enrollments. Chair Brunetti announced that the New Faculty Reception will be held at the October 6th General Meeting.

Chair Brunetti announced that due to the inaugural events scheduled for the week of September 19, 2005, the executive meeting scheduled for September 22nd must be rescheduled. A MOTION was made by Senator Longo and SECONDED by Senator Giurlanda to reschedule the September 22, 2005 executive meeting to September 29, 2005. The motion was unanimously approved by voice vote.

4. Senate Actions, responses from Provost - Chair Brunetti reported that the Provost approved the Core Curriculum Proposal with an amendment to add additional resource members and a Brother. There is a question about the amended membership of the Core Curriculum Task Force as suggested by the Provost, specifically whether additional members are to be voting members. The Senate had approved six voting faculty members on the Task Force. Chair Brunetti responded that he would discuss this with the Provost. and invite her to make her yearly report to faculty regarding the Senate Actions from last year at the September 8th general meeting.
5. Core Curriculum Task Force - Chair Brunetti reported that action is underway, in conjunction with the Educational Policies Board Chair Sindt, to begin the process by which the Core Curriculum Task Force will be selected.
6. Committee on Committees (CoC)– Chair Brunetti reported that there are many CoC carry-over items from last year. The list of these items will be turned over to Senate Vice-Chair Jane Sangwine-Yager. He noted that one urgent item is the election lists and procedures. It was discovered last year that the faculty e-mail list does not include all

faculty and it is felt that too many faculty did not vote because they were not notified. Vice-Chair Sangwine-Yager will work to assure that all faculty have an opportunity to vote on-line. It was acknowledged that as well as the electronic problems, there is a separate issue of encouraging faculty to vote. Chair Brunetti explained that the CoC spent quite a lot of time discussing representation of adult and graduate faculty on committees. Now that the future of SEED has been determined, the CoC will continue to address the issue of how to insure proper and equitable representation of graduate faculty.

Chair Brunetti has requested that Provost Stampf fund the hiring consultant to review the committee structure on campus and she has agreed.

7. Senate Self-Assessment Subcommittee - Chair Brunetti reported that Senators Ogawa and Lind served on this committee last year and last May a survey was posted on-line. The results of the survey have not been reported and Chair Brunetti will follow-up with Professor Ogawa. Senators Longo and Bulman offered to serve on the Senate Self-Assessment Subcommittee.

8. EPB Self-Assessment - Chair Brunetti reported that the Provost found the report unsatisfactory and has returned it to the Senate. It is the Senate's responsibility to evaluate the EPB. Chair Brunetti said he is not certain as to the action required at this time. He is hesitant to make any decisions before the consultant is brought in to evaluate the faculty committee structure. It was suggested that the CoC should be assessing committees.

Senator Grant warned against placing too much emphasis on the efficiency of committees, as the democratic process may not be the most efficient. Senator Tywoniak suggested to focus on the purpose of assessment in the following ways:

- mechanical nature of efficiencies
- for what purpose does the work engage in the larger enterprise of SMC and its mission
- cultural perception that shared governance is not working

Several suggested that SMC should return to the old Governance Committee model, faculty and administration working together.

9. Senate Handbook Subcommittee – Chair Brunetti reported that the subcommittee's task was to divide the Handbook into sections requiring Trustee approval and those not requiring Trustee approval. The Senate Handbook Subcommittee submitted the recommendation to the Handbook Committee, specifying areas of the Faculty Handbook that should not require Trustee approval. Faculty wanted assurance that the Handbook would only be amended once per year as it is their contract. Administration disagreed, stating that laws may change that would require amendments that could not wait until the following year.

10. Senate Rank and Tenure Subcommittee (RATS) – Senator Tywoniak reported that last year’s RATS membership was: Senators Robert Gorsch, Paul Giurlanda, Joan Peterson, Craig Johnson and himself. One primary task through the year was the review of the rank and tenure section of the Handbook, in particular a paragraph inserted by the Board of Trustees at the bequest of President Br. Craig on May 21, 2004, addressing review of personnel files at the time of rank and tenure appointment by the President. RATS reviewed this and offered amended language in the Handbook.

RATS also reviewed comparable institutions and evaluated their promotion, tenure, and retention policies and procedures. This generated possible areas of interest for RATS to address this year:

- Clarification of full professor criteria (amassed quite a bit of data already) and post professor review,
- junior faculty peer mentoring program to be sponsored by the Senate,
- AAUP standards for de facto tenure and look at conversion protocols.

Vice-Chair Sangwine-Yager commented that RATS is a questionable group to address the issue of post professor review. She said that historically whenever rank and tenure criteria are revised the Academic Vice President convened the committee and the community knew the issues were being discussed. She felt it unusual that RATS would address the issue and asked if it is because there is a leadership vacuum? Chair Brunetti said it has been done in the past, issues addressed by the Senate could come from both faculty or administration. Senator Hawley added that one way to make shared governance relevant is to place a hot topic on the agenda and work with the administration. Chair Brunetti charged RATS to continue to prioritize items on their agenda and to include post professor review.

11. Vice-Provost Job Description – The creation of the job description for the Vice-Provost began in 2003. Senator Temple reported that last year some progress was made and a framework has been drafted after speaking with Vice-Provost Sweeney. The plan is to finalize this by the end of fall. Chair Brunetti added that the role of the Vice-Provost in rank and tenure is of particular importance. Senator Hawley will join Senator Temple in this task.

12. Academic Administrators Evaluation Committee (AAEC) – Senator Peterson reported that there were no evaluations scheduled or conducted last year. The AAEC spent its time discussing the new charge of the AAEC, to verify the evaluations of chairs and program directors by the deans. A letter was drafted but not sent to the deans notifying them of this responsibility and asking them to report back to the AAEC. Senator Peterson said this new charge of the Senate needs to be addressed. Also, it is not clear what administrators, if any, are due for evaluation this year. Chair Brunetti will meet with Senator Peterson to clarify the charge of the AAEC this year.

OLD BUSINESS

13. Issues Related to the Closing of SEED - Chair Brunetti expressed his concern about the disposition of tenure-track faculty in the School of Extended Education. Senator Temple said he would welcome a report from Provost Stampp as to what actions have been taken since last spring. Senator Luquet suggested that permission should be granted by the SEED tenured faculty before discussing this issue in public. Past-Chair Sauerberg suggested inviting the Provost to attend the general meeting to discuss what has happened on this subject since the May 20th Trustees meeting. Chair Brunetti will invite Provost Stampp to report at the September 8, 2005 general meeting.

14. The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Cathe Michalosky

Academic Senate Secretary