

9-1-2016

Minutes, College of Arts & Sciences Executive Committee Meeting, Thursday, September 1, 2016

Arts & Sciences Executive Committee

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EXECUTIVE COMMITTEE MEETING
September 1, 2016
Agenda

12:30 in CSS 167

Lunch will be served

I. Approve Minutes from April 12, 2016 (see attached)

I. New (and Old) Business

- a. Introduction to EC
- b. Election of Secretary/Vice-President
- c. Discussion of EC role in Strategic Planning initiative (including meeting schedule)
- d. Discussion of Bylaws (process and timeline, questions for colloquium etc.)
- e. Review of committee vacancies/terms for AY 2016-2017 including faculty advisors to the Honors Council etc.
- f. Discussion of pending (tabled) business from AY 2015-2016

II. Administrative Reports

- a. Office of the President
- b. Office of the Provost

III. Committee Reports

- a. Curriculum Committee
- b. Faculty Affairs Committee



EXECUTIVE COMMITTEE MEETING
September 1, 2016
Minutes

PRESENT

Dexter Boniface, Emily Russell, Mario D’Amato, Ashley Kistler, Rick Vitray, Eric Smaw, Robert Vander Poppen, Matthew Cassidy, Grant Cornwell, Susan Singer, Jennifer Cavanaugh, David Richard

CALL TO ORDER

Dexter Boniface called the meeting to order at 12:32 PM.

APPROVAL OF MINUTES FROM 4/12/16

EC unanimously approved the minutes from the 4/12/16 meeting.

NEW BUSINESS

Introduction to Executive Committee

Dexter Boniface

General acknowledgement of the historic nature of this group convening for the first time. Boniface reviews the charge and membership as stipulated in Article VI of the proposed Bylaws of The Faculty of The College ([Attachment #1](#)).

Election of Secretary/Vice-President

Dexter Boniface

The committee elects Emily Russell to serve as Vice President and Secretary. There is no objection to Karla Knight keeping minutes at future Executive Committee meetings.

Discussion of EC role in Strategic Planning initiative (including meeting schedule)

Dexter Boniface

Boniface reminds the group that we will need additional meeting to serve the strategic planning process, hold calendars at 8am on Wednesdays.

Cornwell: Believes there is a strong case to locate strategic planning work within existing governance structure. The charge and constitution of the executive committee means it makes the most sense as the steering committee for strategic planning.

Discussion of Bylaws (process and timeline, questions for colloquium etc.)

Dexter Boniface

Boniface reviews the timeline of upcoming meetings and proposed questions for discussion. The following facilitators volunteer for the small group discussions on 9/6.

Bylaws: September Timeline

Tuesday, September 6 (Bush Classrooms)

12:30 – 1:45 PM – Bush 228 (tenured faculty) facilitator(s): Dexter Boniface

12:30 – 1:45 PM – Bush 208 (untenured) facilitator(s): Ashley Kistler

3:30 – 4:45 PM – Bush 308 (open) facilitator(s): Emily Russell

Thursday, September 8: Colloquium w/straw poll (Bush Auditorium)

Friday, September 9: Bylaws Mini-Retreat 1:30pm-? (location TBD)

Thursday, September 15: Deadline for Circulation

Thursday, September 22: All-Faculty Meeting (Bush Auditorium)

Bylaws: Proposed List of Questions for Discussion

- **The Name.** What do we call ourselves? Should we call ourselves “The College” or something else? (recall that a large majority of faculty called for a different name at the well-attended faculty retreat). If something else, what is the best alternative? (suggestions have included the College of Liberal Education, the College of Liberal Arts, and the College of Liberal Studies)
- **Electronic Voting.** Should electronic voting be permitted under certain circumstances? If so, what are those circumstances? For example, should electronic voting be permitted for elections to governance positions but restricted in terms of votes on substantive policies? What is an appropriate voting mechanism when the faculty cannot be assembled (say, during winter break, spring break or summer)?
- **Committee Chairs (Eligibility).** Should we require that committee chairs be tenured members of the faculty? What are the pros/cons of having untenured faculty serving as committee chairs?
- **Appeals Committee.** The EC+ has proposed a single all-faculty appeals committee rather than two separate committees operating at the all-faculty and College level. What are the pros and cons of this proposed change? Are there alternatives that would better serve the faculty of the College as well as Crummer faculty?
- **Other issues?:** Presidential Search Process? Advising as “Teaching” or “Service” or simply in need of definition and recognition?

Q: Are we voting on the All-College Bylaws as a whole? General discussion: Someone in either meeting can move to split the motion, but we should move the changes as a package within each body. Cornwell will preside over the meeting of All-the-Faculty.

Q: Are we worried about a quorum? We need to engage in a get-out-the-vote campaign. McLaughlin expresses concern about 1/3 quorum provision as proposed in the new Bylaws and encourages using tools like department and divisional meetings to extend participation.

Singer: How will we address requests for change from specific constituencies (i.e. an issue raised by the librarians)? Boniface: we will review these requests at the Bylaws mini-retreat and use the principle we used to construct the Bylaws, namely is the proposed change common sense and does it fall under the governance reform?

Cavanaugh: When the Bylaws are approved, will we have time to discuss the provisions for the way that new faculty lines are reviewed? Is this the appropriate body? Boniface: yes.

Review of committee vacancies/terms for AY 2016-2017 including faculty advisors to the Honors Council etc.

Dexter Boniface

[\(Attachment #2\)](#)

Kistler: The process by which people are chosen for opportunities like Honor Council feels opaque; is it spelled out in the Handbook that the nominations will come from the Dean's office? Could we have a more transparent process? Cavanaugh: This nomination process was something inherited by the office. This question highlights opportunity for greater faculty review of the code to make sure it's where we want it to be.

Matthew Forsythe and Chris Fuse approved as Faculty Advisors to the Honor Council.

Boniface previewed the need to fill vacancies on the FEC in the Spring.

Announcement of pending (tabled) business from AY 2015-2016

Dexter Boniface

After the comment and revision period of the Bylaws is over, the document will be circulated to the faculty on 9/15. At the 9/15 EC meeting, we will pick up tabled business from the 15-16 academic year, including a proposed revision to the rFLA program from the Science Division.

REPORTS

President's Office

Grant Cornwell

Cornwell: commends the group for its service, historic occasion, hope for the provost and president to have the chance to share, consult, ask questions. The group is an important point of connection between the administration and the faculty.

- 1) Next steps for strategic planning: set of questions proposed to be distributed to the appropriate bodies as well as task forces that don't have a natural home. We will discuss at a future meeting.
- 2) Faculty/Trustee liaison committee—the committee is important and should continue, but the EC is too large to form that group. Alan Keen suggested that 5 faculty and 5 trustees probably makes for the largest group that would allow for substantive conversation. Who would be the appropriate 5 faculty?

Boniface: can we convene around the first question at am 8am Wednesday meeting? A: Yes.

Provost's Office

Susan Singer

Singer: In the coming months, I will seek input on a series of questions: including how do we structure the academic administration? How do we best support faculty development? What should the Christian A. Johnson Center look like and how can it be most valued? Thinking in terms of “student success”—how can we integrate the good work of academic and student affairs? We will ask, where does infrastructure enable us and where does it unintentionally obstruct good work?

What else should I be asking about?

Boniface: Faculty will be interested in the question of salary and compensation.

ADJOURNMENT

Dexter Boniface

Boniface adjourned the meeting at 1:47 PM.

ARTICLE VI

**THE EXECUTIVE COMMITTEE OF THE FACULTY OF THE
COLLEGE**

Section 1. Membership

The Executive Committee of The Faculty is constituted of nine voting members and five non-voting members. Voting membership shall consist of the President of The Faculty, one faculty representative from each division of the College (elected by division), and the chairs of the Curriculum and Faculty Affairs Committees. The non-voting membership shall consist of the President of the Student Government Association, the President of the College, the Provost, the Dean of the Hamilton Holt School, and the Dean of The Faculty.

Section 2. Responsibilities and Duties

The Executive Committee of The Faculty has primary responsibility for the interpretation and annual review of the Bylaws of The Faculty of The College. The Committee sets the agenda for meetings of The Faculty. The Committee refers business to the appropriate standing committees; creates ad hoc committees; reviews proposed committee legislation and brings appropriate approved legislation to The Faculty or returns it to committee; and acts for The Faculty when a quorum cannot be assembled.

The Committee provides consultation, advice, and recommendations on matters such as existing programs, accreditations, resource needs (including new faculty), future directions, new academic programs, and new initiatives.

The Committee hears appeals of decisions by faculty governance, excluding those pertaining to promotion and tenure, grievances, and student appeals. The Committee reviews the charge and faculty membership of all advisory and All-College committees, including administrative search committees and meetings with the Board of Trustees.

Summary of Governance Vacancies for AY 2016-2017

Bylaws

Section 3. Vacancies

Should unforeseen at-large vacancies occur, the Executive Committee of The Faculty nominates a replacement at least seven days prior to approval by The Faculty. Such elections may be accomplished by electronic ballot or during a special meeting of The Faculty. Should unforeseen divisional vacancies occur, replacements shall be nominated and elected from within the divisions by electronic ballot distributed by the President of The Faculty. A majority of the electoral unit represented by any faculty committee member may recall the representative at anytime.

Actual and Anticipated Vacancies

1. Executive Committee (no vacancies but need to confirm term length)
2. Curriculum Committee (a vacancy will occur in the spring: Expressive Arts Division)
3. Faculty Affairs Committee (no vacancies)
4. Faculty Evaluation Committee (a vacancy will occur in the spring: Humanities/Social Science Division; see attached)
5. FACIP (immediate vacancy: Emma Oxford resigned; replace with one at-large member from a department other than BUS, POL, ECON, Modern Languages and the Library)
6. Faculty Advisors to the Honor Council: Jana Mathews and Chris Fuse served in this role last year. However, Jana will be on sabbatical. Gabriel Barreneche has nominated Chris Fuse and Matthew Forsythe to serve as advisors for this coming academic year.