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Faculty Senate Executive Committee Meeting #32
March 31, 2017
MINUTES

1. The meeting was called to order at 8:55 AM on Friday, March 31, 2017, in the HELIN Conference Room, Library, Chairperson Sullivan presiding. Senators Byrd, Conley, Mahler, and Tsiatas were present. Senator Leonard was absent.
2. Minutes from FSEC Meeting #30, March 8, 2017 were approved.
3. **ANNOUNCEMENTS/CORRESPONDENCE/REPORTS**
 - a. Chairperson Sullivan enumerated the issues he had discussed with the Provost in a recent meeting.
 - b. The FSEC reviewed agenda items for an upcoming meeting (April 7) with the Director of General Education.
 - c. Chairperson Sullivan and Senator Byrd indicated that they would be available to meet with Dr. Susan Hunter during the NEASC pre-visit on May 24.
 - d. Chairperson Sullivan asked Ms. Neff to distribute to all faculty an announcement of the results of the referendum to the General Faculty.
4. **ONGOING BUSINESS**
 - a. The Committee briefly reviewed the course proposal forms used by Senate committees and confirmed that appropriate signatures of approval on the forms were only those of academic department chairs, academic college curriculum committee chairs, and academic deans (or their representatives).
 - b. The Committee discussed the procedures used in the administrator evaluation process. Concerns were expressed for the large number of reviews that periodically occur in one year, the length of the survey (number of questions), the lack of applicability of some survey questions to administrators who were not academic deans, the practicality of expecting that administrators' goals could be realized in a 3-year span of time, and the difficulty managing the data product provided to the evaluation committees at the close of the survey. Committee members considered possible revisions to the process to

include expanding the review frequency to 5 years and changing the instrument. It was suggested that the Office of Institutional Research might be able to play a role in the data collection in the future. The Committee considered establishing an ad hoc committee to review the process.

- c. The FSEC discussed its ongoing work to restructure the standing committees of the Senate. Chairperson Sullivan said that the Provost had indicated that he would support summer committee work to continue the restructuring and also to work on training of committee members. Chairperson Sullivan proposed that two ad hoc committees be formed. One committee would develop the proposal on restructuring for fall 2017 presentation to the Faculty Senate. The second committee would refine Curricular Affairs Committee and General Education Committee practices and develop training materials for members. Revisions to By-Laws 4.13 were discussed.
- d. The FSEC discussed the role of non-tenure track faculty in service to Senate committees. It was suggested that changing the structures of the committees might impact that role.
- e. The FSEC discussed the impact of part-time faculty hires on college budgets. Concerns were expressed about the imbalances between faculty who develop curriculum, the teachers of record who have responsibility for courses, and the high percentages of part-time faculty who deliver the curriculum. Discussion followed.

The meeting was adjourned at 10:35 AM.

Respectfully submitted,

Nancy Neff