

**Faculty Executive Committee  
Meeting Minutes  
September 23, 2011  
8:30am**

**Present:** Barbara Black (chair), Jörg Bibow, Ben Givan, Reg Lilly, Paul Sattler (scribe)

**Announcements and Opening Remarks**

- Words of congratulations and appreciation were expressed to Reg Lilly for his composing and submitting of the FEC Annual Report 2010-2011.
- The committee thanked Ben Givan for compiling and distributing a PDF file that contained all documents related to this week's agenda. Ben stated that he would try to do this service weekly.
- Jörg Bibow accepted Barbara Black's request to begin tracking all FEC operative code changes that may take place over the 2011-2012 academic year.

**I. Approval of Minutes**

The minutes of the meeting of September 16, 2011, were approved.

**II. Early Fall Willingness to Serve**

At the time of this meeting, Mary Lynn has agreed to participate in the early fall willingness-to-serve for the position on the sixth-year review of a librarian; however, there have been no Faculty stating a willingness to serve on the IPPC Subcommittee on Admissions and Financial Aid. Barbara will send final reminders/requests through Monday morning, September 26<sup>th</sup>.

**III. Policies**

A. Parental Leave Policy

The VPAA has stressed to the FEC chair that the Parental Leave Policy "needs to be passed now" (and in the Faculty Handbook), because it is already being implemented. FEC initially discussed whether a swift passing of new Faculty Handbook language meant that the policy would immediately go into effect. It appears necessary for the proposal to include the words "to go into effect immediately" because policies and language amendments are not official until the Faculty votes to approve all changes to the FH at the beginning of each academic year.

FEC discussed exactly who should bring forth the proposal to the Faculty. Clarity on handbook amendment procedures was illuminated by reference to Faculty Handbook Part I, Article XXI, Section A, which states:

. . . proposals should be brought to the FEC, which will refer them to the appropriate Faculty committee, e.g., . . . Institutional Policy and Planning Committee (Part Four) [Benefits]

and Section D:

If the Faculty approves a revision to Part One or Part Four, the revision will be forwarded to the President, and by the President to the Board of Trustees with a recommendation for final action.

FEC considers the Parental Leave Policy to be an imperfect but positive and necessary policy for the Faculty. Because of the time-sensitive nature of the issue, FEC, understanding that Administrators can make a motion at a Faculty Meeting, believes that the VPAA should present the motion and propose the policy change to the Faculty. FEC chair will make this request.

#### B. Intellectual Property Policy

FEC characterized the Intellectual Property Policy and its proposed changes to be a gargantuan issue, affecting Faculty and students in a myriad of academic and legal areas. Acknowledging this, the VPAA has asked that FEC host a “Faculty Forum” to begin discussion on the matter.

Ben Givan reminded the FEC that former Dean Poston promised to organize open forum for the Faculty to discuss the matter and the implications of and rationale for changes to the policy. As with the Parental Leave Policy, FEC believes that the Administration has a responsibility to present and propose the relevant issues at a Faculty Meeting and/or Open Faculty Forum.

#### C. Standards of Business Conduct Policy

The Executive Director and Coordinator of Strategic Initiatives, Barbara Krause has informed the FEC chair that “movement on this policy has been slowed down” and it currently not in FEC’s hands.

#### D. Faculty Dismissal Policy

The FEC chair reported that Executive Director and Coordinator of Strategic Initiatives, Barbara Krause, has been very cooperative in helping to clarify general processes of amendments to policies such as this and the above policies. In discussion, it was noted that the Administration and FEC could be in discussion early in the process in the spirit of true shared governance and to ensure good communication.

#### **IV. Updating the Governance Website**

Paul Sattler stated that he has begun to update committee membership and routine text changes to the Faculty Governance Website. He is scheduled to train with Jennifer Crewell to learn the processes for uploading and publishing documents and PDFs, files that contain, committee minutes and annual reports. Paul asked about the responsibility to make changes that affect more substantial committee membership discrepancies and errors. The committee will begin to tackle such problems one at a time over the academic year.

#### **V. Governance Issues**

##### A. Meeting with the President

The college's President is "keeping his promise" by holding a "conversational" meeting with the FEC and other committee chairs. While little is known about the meeting agenda, Barbara hopes that the conversation will point the way forward to a productive year of cooperation. Barbara will keep the committee informed of any pertinent developments after the meeting.

##### B. CEPP and Transitions & Transformations

The FEC chair is waiting to hear from CEPP chair, Josh Ness, regarding issues of FEC's procedural recommendations for the ongoing T&T initiative.

##### C. Science Working Group

The FEC chair informed the committee of a recent meeting with Interim Dean of the Faculty, Beau Breslin. The DOF revealed a list of who is on the Science Working Group. The committee discussed whether informing is proper consultation. General confusion and/or disagreement over nomenclature (working group, consultation, task force) severely complicate matters of transparent processes that reflect standards presented in the Faculty Handbook. Considering the wide financial and curricular issues involved in this initiative, the committee discussed whether FEC should inform the VPAA of the committee's concern and request that FEC be consulted for guidance. Anticipating information for the President's meeting (mentioned above), FEC resolved to further discuss the matter.

**Adjournment:** The meeting adjourned at 9:40am

Respectfully submitted,  
Paul Sattler