

**Faculty Executive Committee  
Meeting Minutes  
Friday November 20, 2015  
1—2:20 pm**

**Present:** Denise Smith (chair), Greg Gerbi, Ronald Seyb, Patti Steinberger (scribe)

1. FEC continued its discussion of governance reform and the implementation of the new service cycle to begin next year.
2. The development of an online service preference sheet was of immediate concern. IT issues, possible templates, required information to be gathered, and final output for FEC's use were all discussed. Greg stated that he was ready to go to IT with preference sheet models.
3. FEC discussed in detail how to enforce required service in the new governance system, with no firm decisions made. The committee felt that exemptions from service should be the responsibility of the DOF/VPAA.
4. FEC discussed the process for identifying faculty who, because of either recent or current committee service, may be required to serve more than three years between sabbaticals during the transition to the new service cycle.
5. Denise would like to deliver the preference sheets to faculty prior to winter break.
6. Denise proposed and FEC agreed that it would be prudent for FEC to send an email either before or during winter break to faculty who will be required to serve in the first cycle.
7. FEC agreed to meet again on Monday, November 23 at 1:00 PM to discuss further the implementation of the service cycle.
8. Meeting adjourned at 2:20 p.m.

Respectfully submitted,  
Patti Steinberger