Faculty Executive Committee Meeting Minutes
February 5, 2024 2:05-3:05 pm
LIB 128A

Attendees: Dominique Vuvan (chair), Oscar Perez-Hernandez (scribe), Jeremy Day-O'Connell, Ting Li

I. **Meeting Schedule**

The members of FEC decided to delay the starting time of future meetings to 2:10 pm (2:10-3:10 pm) to accommodate scheduling conflicts.

II. **Approve Minutes from January 29th, 2023**

Minutes from January 29th were approved.

III. **February 2nd Faculty Meeting Review**

FEC debriefed about the February 2nd faculty meeting. Members of FEC and other faculty expressed surprise about the sudden end of Q&A time after the President's and VPs' interventions, given the importance of the topics being discussed. The Chair of FEC will communicate these concerns to the DOF.

Regarding the Committee of the Whole (CoW), members of FEC and PC reported good faculty participation and engagement. Minor logistics issues occurred online. FEC briefly discussed how to improve faculty experience at the meetings and future CoWs. FEC will consider sending a survey in the near future to gauge continuing faculty interest in the hybrid format of the meetings. One suggestion that emerged was for CoWs to take place only in person.

IV. **FEC Operating Code Audit**

FEC started the audit of its own Operating Code according to the audit questions previously developed and provided to all governance committees (included at the end of these minutes).

a. **Composition of FEC**

The was a discussion on FEC's current membership. One member suggested examining an increase in membership to five (from four currently) to reach an odd number that would avoid ties in voting situations. One member of FEC will do further research into the previous reasoning behind the decrease in the number of FEC members (2014-2015).

The committee also discussed the lack of limitations in current membership. This arrangement seems appropriate except for the possibility of having two or more

members from the same department or program. FEC will propose adding such limitation during the review of the governance system.

b. **Chair Responsibilities, Selection, and Mentorship Process**

The Chair of FEC will review and update the Operating Code regarding the Chair's workload, course release, and responsibilities, as well as the mentorship of new Chairs. The members of FEC started a discussion to establish clear and detailed procedures regarding the selection of the committee's Chair. FEC agreed to add a new clause to the Operating Code describing the selection procedure when there are no volunteers to chair the committee. The member with the most committee seniority (years serving in FEC) will be responsible for chairing the committee. If two or more members have the most committee seniority, the faculty member with more seniority in terms of years at the college will be responsible for chairing the committee. The discussion will continue in the next meeting.

2023-2024 Committee Operations Audit

1. Review your operating code

    a. Membership

        i. Is the size of your committee appropriate for the work that you do?

            1. Is there justification for increasing the size of the committee (e.g., because a relevant constituency is not represented)?

            2. Is there justification for decreasing the size of the committee (e.g., representation of certain viewpoints could be achieved through consultation rather than full membership)?

        ii. Are any existing constraints (e.g., academic division, department, tenure status) on membership justified?

        iii. What are the opportunities and limitations for the participation of non-tenure track (NTT) faculty on your committee (assume contract lengths suitable for full 3-year terms of service)?

        iv. Does your operating code require that your website be updated with membership information at the beginning of the academic year?

    b. Operations

        i. Are your annual workload and timelines described in the Operating Code?

        ii. Is your meeting schedule described in the Operating Code?

            1. How often do you meet, for how long?

            2. How/when is the schedule decided?

            3. Does your Operating Code require meeting minutes to be posted on your committee website? If not, should it be required? If yes, are they up-to-date?

    c. Committee chairs

        i. What are the chair's responsibilities? Are they laid out in the operating code?

        ii. How and when is the chair for the next year chosen?

            1. Are there any preferences or constraints for choosing the next chair?

   2. What is the procedure if no one is willing to chair?

  d. Operating code review process

   i. Does your operating code require that the operating code is reviewed on a regular basis?

   ii. Does your operating code require that an up-to-date version is posted to your committee website?

2. Update your operating code

  a. For all aspects queried above, where appropriate, please update your operating code.

  b. Aside from the aspects queried above, is the operating code up-to-date? If there are other items that need to be updated or added, please describe.

3. Update your website

  a. Email Skidmore Web Team (webteam@skidmore.edu) and ask them to post to your committee website:

   i. The most up-to-date version of your Operating Code

   ii. Your current committee membership, identifying the current chair as well as the service terms for each member