

**Faculty Executive Committee  
Meeting Minutes  
April 29, 2024 2:00-3:00 pm  
LIB 128A**

**Present:** Dominique Vuvan (chair), Jeremy Day-O’Connell, Ting Li, Oscar Perez Hernandez (scribe).

**I. Minutes Approval**

Minutes from the April 22, 2024 meeting were approved.

**II. Governance Cycle Review**

- a. FEC discussed the concerns of a faculty member regarding the notes of the Faculty-Only meeting. FEC revised the notes to reflect a faculty member’s comments more accurately. The revised notes will be uploaded to the website.
- b. The members of FEC made a list of recommendations for all committees and subcommittees that are part of the governance system following the audit. FEC recommends that all committees: i) regularly review their operating codes, ii) document details regarding non-meeting workloads in their operating codes, iii) establish formal procedures for selecting their chairs and add these to the operating code, iv) in the case of committees that are co-chaired with members of the administration, the responsibilities of each co-chair should be clearly described in the operating code, and v) regularly update their websites with membership lists, operating codes, and meeting minutes as needed.
- c. FEC talked about the next steps for reviewing the service cycle and the governance system more generally. The committee generated a preliminary list of possible recommendations to examine during the 2024-2025 academic year (AY24-25).

**III. Committee Staffing**

- a. FEC needed a one-year replacement for AY24-25. The committee made the appointment from the available faculty members in the ad hoc pool.
- b. FEC discussed a proposal to add two faculty members to the IPPC Subcommittee on Budget and Finance for AY24-25. Given the workload associated with the request, FEC recommends choosing members from the ad hoc pool so it fulfills required governance service.

**IV. FEC Operating Code Updates**

The chair of FEC asked the other committee members to review the committee’s revised Operating Code and provide feedback.

## **V. Committee of Committees Meeting**

The members of FEC finished preparations for the Committee of Committees meeting scheduled for noon on May 3rd at the Murray-Aikins Test Kitchen.