



## **Executive Committee Meeting**

February 3, 2005

12:00 PM

Student Center DA-2021

### **MINUTES**

Present: Goldstein, Hill, Robinson(Presiding), Devkota, Sridhar, Dong, Jaffe, Downey, Shipman, Plummer

Absent: Dever-Bumba, Cobb, McKie, Rahn, Shaddix, Hughes

Meeting called to order at 12:05 PM

#### **I. Approval of Minutes:**

Minutes from 01/06/05 meeting were approved.

#### **II. Distinguished Chair Faculty Review Update**

It has been decided upon reassessment and discussion that distinguished title holders can achieve accountability to private and public donors of resources used to support endowed chairs and make sure that title holders of open ended positions are acknowledged as valued members of the MCG family. These objectives can be achieved through the deans of each school. By asking the deans to obtain annual reports of activities of chair holders, we can provide information to the donors of the important work that is being performed on this campus.

#### **III. Faculty Development:**

Drs. Cibirka, Hill, Sridhar and Salazar met on January 31, 2005. They are looking into faculty recruitment and retention issues. They will invite Deb Barshafsky and possibly Donna Hutchinson to their next meeting, as they possess the necessary data this committee needs to study the process of developing a new faculty.

#### **IV. Standing Committee Reports:**

##### **Strategies & Responsibilities: Dr. Dong**

The Grievance committee was scheduled to meet in January were not able to do so. They will meet in February.

There was a discussion regarding the Student Affairs Committee after which it was decided that the issues brought to the committee from the SGA President should and would be best handled by appropriate administrators and the Student Affairs Committee will not be constituted at this point. However, there was interest in having the subcommittee constituted soon, possibly after a change in the size of the committee.

Actions: All six of the issues raised by The SGA President have been addressed at least initially. Dr. Hill contacted the relevant administrators and either met with them to discuss the issues or had them directly contact the SGA President. Some of the issues may need additional action. Dr. Hill will meet with Dr. Dong to start appointing subcommittee members.

**Scholarship & Standards: Dr. Sridhar**

**Faculty Development:** was discussed as item number III on the agenda.

**Faculty Orientation:**

The Faculty Orientation Task Force has submitted its report and recommendations to the Provost (see attached)

**Faculty Governance: Cynthia Hughes/Absent**

Evaluation of Administrators – Andria Thomas met with IT. Becky Rogers invited individuals from three different technology groups to identify solutions to the problems that occurred with the first administration of this evaluation tool. The most viable solution was to create logins for all faculty (the same as their Novell login) that they will use to access the form. Once into the form, faculty will only have access to the two evaluations they are eligible to complete. The team estimates time of completion to be sometime in March.

**V. Other Business**

**Possible restructuring of subcommittees of the Academic Council**

Dr. Hill feels that several the subcommittees of the Academic Council lack continuity in membership leading to loss of committee ‘institutional memory’ and inefficiencies in operation (e.g. Membership, Voting & Nomination; Statues Review; FADPT, Faculty Development, Student Affairs). Also, different subcommittees have different appointment terms ranging from one year to three years and it is not clear if that this is logically structured. He suggested that the terms be 2-3 years with either half or one third of the membership rotating off each year to ensure continuity within the subcommittees. Additionally, and most importantly, the size of the subcommittees varies from six members (one from each school and the library, e.g. most of the Faculty Governance subcommittees) to 24 (e.g. Faculty Grievance). This has made filling the subcommittees very difficult, both in terms of getting enough faculty to run for elected positions as well as filling appointed positions. The larger committees have difficulty in meeting due to greater schedule conflicts and the make up of the faculty meeting varies considerably from meeting to meeting. Dr. Hill also sees no reason to require committees to be composed of 24, 18 or even 12 members to do the committee work. He suggested that committees be composed of six members wherever possible. He is also concerned about wasting faculty time by having more members than needed on committees. He suggested changing the bylaws for both elected and appointed committees. (current subcommittee list attached)

Action: Dr. Hill will ask Cynthia Hughes, Chair, Faculty Governance Committee, ask the Faculty Governance Committee and the parliamentarian to meet with him, and any other interested parties

from the AC investigate whether such recommended changes should be made to the MCG bylaws. This will be reported to the EC and if approved brought before the Academic Council.

#### **Payment of Visiting Student and Faculty Appointments at MCG**

MCG has no clear structure or system for appointing or paying visiting students and faculty who come here to do research. These students and faculty are being supported from grants, or fellowships or other sources and do not need “new” MCG money for support. The current arrangements are awkward, often requiring the visitors to monitor their time with swipe cards.

Action: The committee agreed and approved a motion to create a task force to study the issue and to create a policy. The task force should include a member from the School of GS, Legal Office, Student Affairs, and the FADPT Committee and the Registrars Office.

#### **Effort to Increase Faculty Attendance at Graduation**

Dr. Hill will originate several emails before graduation encouraging faculty to attend.

#### **VI. Agenda for February 17 Academic Council Meeting**

The Executive Committee agreed that the Academic Council would not meet in February, as there is no pending business.

Meeting adjourned at 1:15PM

Respectfully Submitted,

Jag Devkota  
Secretary Treasurer  
Executive Committee