



## **Executive Committee Meeting**

March 3, 2005

12:00 PM

Student Center DA-2021

### **MINUTES**

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

Absent: Dever-Bumba, Cobb, McKie, Shaddix, Plummer

Meeting called to order at 12:00 PM

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

Minutes from 02/03/05 meeting were approved.

#### **II. Faculty Development:**

Dr. Cibirka has obtained, and will disseminate information regarding faculty recruitment and retention from the office of Deb Barshafsky to committee members. The committee will meet as soon as is possible.

#### **III. Standing Committee Reports:**

**Strategies & Responsibilities: Dr. Dong:** Pam Cook, Chair of the Grievance Committee handled a single student grievance since the last AC meeting held in December.

**Scholarship & Standards: Dr. Sridhar**

#### **Faculty Policy Manual:**

Dr. Hill will constitute a task force to consist of the Chairs of the FADPT and Grievance committees and two other members. The task force will work with Dr. Markowitz to ensure the faculty policies are complete, correct and reviewed for Academic Council approval.

Dr. Rahn suggested that the timeline for the table of contents of the manual, and links to various URL's containing information on the website, be complete by January 1, 2006.

## **Faculty Governance: Cynthia Hughes**

Evaluation of Administrators – Dr. Andria Thomas, Chair – Faculty Evaluation of Administrators attended today's meeting and gave a presentation of what improvements were made to the online Faculty Evaluation of Administrators tool. The committee agreed that faculty would be able to evaluate their Section Chief, Chair and Dean for their primary appointment only. The login system created ensures the anonymity of the evaluator. It will also prevent evaluators from submitting multiple evaluations. The committee agreed that evaluations could be done annually. Dr. Thomas will make changes suggested by the EC and will submit the new system for approval at the Academic Council meeting on March 17, 2005.

## **V. Other Business:**

**Nominations Committee:** Dr. Gary Holmes, Chair, Nominations, has reported to Dr. Hill that the committee is within the timeline necessary to fill the ballot and hold nominations.

Dr. Robinson asked that current EC members encourage capable and knowledgeable people to be on the ballot.

## **Changes to the Structure of the Academic Council Committees:**

Reduction of elected and appointed committee membership to six, consisting of one representative from each school, and the library. Two positions will rotate off each year. Dr. Hill will meet with Cynthia Hughes, Chair, Faculty Governance Committee, the Faculty Governance Committee, the Parliamentarian, and any other interested parties from the AC to 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.

## **Visiting Student and Faculty Appointments at MCG:**

Dr. Hill will establish a task force to begin meeting as soon as possible. The task force will include a member from the School of GS, Legal Office, Student Affairs, and the FADPT Committee and the Registrars Office. This is to streamline visiting student and faculty status, reporting hours worked and how they are paid.

## **Graduation:**

The Executive Committee has agreed to encourage faculty participation in the graduation ceremonies.

## **Student Sponsored Bone Marrow Drive:**

Dr. Hill asked that Executive Committee members encourage all faculty support the student bone marrow drive on April 14, 2005.

Meeting adjourned at 1:00PM

Respectfully Submitted,

Jag Devkota

Secretary Treasurer  
Executive Committee