



**Academic Council Executive Committee**

**Date:** 9/13/07

**Members Present:** Mr. Bill Andrews (Chair Elect), Dr. Jeannette Andrews (Nursing Representative), Dr. Philip Baker (Dentistry Representative), Ms. Darra Ballance (Library Representative), Dr. John Blalock (Parliamentarian), Dr. Wendy Bollag (SGS Representative), Dr. Richard Callan (Past Chair), Dr. Pam Cook (Secretary-Treasurer), Mr. John Hansford (SGA President), Dr. Ricky Joseph (SAHS Representative), Dr. Vincent Robinson (SOM Representative), Dr. Martha Tingen (Chair), Dr. Jack Yu (Chair, Faculty Governance)

**Members Not Present:** Dr. Dave Hill (Chair, Scholarship & Standards), Dr. Lynn Jaffe (Chair, Strategies & Responsibilities)

Topic	Discussion	Action Needed	Person Responsible/ Timeline
Call to Order	~ Dr. Tingen called the meeting to order at 12:00 Noon and welcomed everyone to the Executive Council.	None	N/A
Approval of Minutes	~ The August 9, 2007 minutes from the Executive Committee Planning Retreat were reviewed. Dr. Tingen noted several corrections under the section "President Welcome". Mr. Andrews made a motion to approve the minutes with corrections, motion seconded and approved by all present.	Correct minutes and send to the Executive Committee members.	Ms. Waks (9/14)
	<b>Old Business</b>		
Reports at Academic Council Meetings	~ The Committee discussed the frequency and report structure at the monthly Academic Council meetings. Recommendations: 1) reports to be structured to include the top 3 initiatives and challenges from each school / administrative area; 2) limit report to 5-8 minutes; 3) report be sent to the members electronically in advance with agenda. Suggestions to be considered in the future are: 1) quarterly reports versus every other month; 2) incorporate School Faculty Senate Chairs reports.	Recommendations to be forwarded to the Deans and Administrators.	Dr. Tingen (9/21)
Forum for Future	~ Mr. Bill Andrews reported on the first Forum for the Future that is scheduled for Thursday, October 4, 2007. He asked the committee members for suggestions for future forums. Ideas: 1) dealing with change; 2) health literacy (perhaps Dr. King from the Library and a panel); 3) an expert (perhaps from NIH) on interdisciplinary collaboration.	Mr. Andrews to poll Academic Council members on forum topics at next meeting.	Mr. Andrews (10/18)

	<b>Committee Reports</b>		
	<b>Strategies and Responsibilities – No report submitted by Dr. Hill</b>		
Faculty Development Subcommittee	Dr. Tingen distributed a handout on faculty development. The proposal was sent to the Provost Office and the Office of Decision Support. Awaiting their feedback / approval.  Dr. Tingen noted a library representative is needed on this Subcommittee.	Dr. Tingen to follow up with Dr. Hill. Feedback needed on status of proposal. Report at next meeting. Ms. Ballance to forward name to Dr. Hill.	Dr. Tingen & Dr. Hill (11/1)  Ms. Ballance (10/1)
Research Ethics Subcommittee	No report obtained.		
Faculty Orientation/ Faculty Manual Task Force	No report obtained.		
Faculty Recognition Task Force	~ Dr. Tingen noted that this Task Force needs to be re-activated and to begin preparing for the awards given at the Spring General Faculty meeting.	Dr. Hill to appoint members.	Dr. Hill (12/3)
Library Resources Subcommittee	No report obtained.		
University Assessment	No report obtained.		
	<b>Faculty Governance</b>		
Faculty Appointment, Promotion, Tenure and Post-Tenure Subcommittee	~ Dr. Yu noted Dr. Bill Browning is the Subcommittee Chair. They have had several meetings to review the FADPT ARSA policies. Will be reviewing the FADPT policies / standards among each school. Consider moving to a web based format.	None	None
Membership, Voting & Nomination Subcommittee	~ Chair to be elected at upcoming meeting.	Subcommittee to elect Chair.	Dr. Yu (11/1)
Statutes Review Subcommittee	~ Dr. Barry Hammond Chair. Have met x 1. Subcommittee noted discrepancies in current Bylaws. Dr. Sandy Turner from the School of Nursing will fill the vacant position.	Changes made in AC Bylaws. To be presented at 10/18 AC meeting.	Dr. Cook (10/18)
Faculty Evaluation of Administrators Subcommittee	~ Dr. Andria Thomas, Chair, remains on maternity leave. Dr. Yu and Dr. Tingen have met with the Office of the Provost on the process for the evaluation. To meet with Dr. Cibirka now.	Dr. Tingen & Dr. Yu to meet with Dr. Cibirka.	Dr. Tingen & Dr. Yu (11/1)
	<b>Strategies and Responsibilities – Dr. Tingen provided report for Dr. Jaffe</b>		
Faculty Grievance Subcommittee	~ Subcommittee to meet and elect a Chair. Most likely Dr. Mike Brands will continue for the 07-08 academic year. There are current vacancies on the Subcommittee. The Bylaws note the vacancies are filled at the annual election. If the proposed changes in the Bylaws are approved by AC on 10/18 and by General Faculty on 11/15 then the vacancies will be filled by	Dr. Jaffe to facilitate Chair election and Subcommittee appointments if Bylaw changes approved.	Dr. Jaffe Chair – 10/1 Vacancies – 12/1

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	appointments until the 08-09 elections.		
Student Affairs Subcommittee	~ Dr. Jaffe met with Dr. Frazier and discussed his plans for involving the students in service and leadership projects. Subcommittee will contact Ms. Nancy Webb with Students for Community Involvement and Ms. Lindsay Nowakowski who organizes volunteer work for the medical students. Goal is to increase coordination among the campus on student projects. ~ Working on filling remaining vacancies on the Subcommittee from SGS, SON and SOM. The SOD member is Heather Watkins; the new Library representative is Lindsay Haynes.	Dr. Jaffe to facilitate School appointments on Subcommittee.	Dr. Jaffe (11/1)
Faculty, Salary & Benefits Task Force	~ Dr. Jaffe has been contacted by Mr. David Stepp. UGA and GSU are looking for assistance from MCG on moving forward with the domestic partner benefits initiative. Dr. Jaffe will provide a written overview on the task force recommendation from the Spring to include the research, findings and data.	Dr. Jaffe to provide written overview at next EC meeting.	Dr. Jaffe (11/1)
Strategic Initiatives Task Force	No current issues.		
	<b>Student Government Association</b>		
SGA	~ Dr. Tingen welcomed Mr. John Hansford, the SGA representative to the committee. Mr. Hansford spoke briefly about goals of the student government body.	Mr. Hansford to provide standing report at each AC and EC meetings.	Mr. Hansford (11/1)
	<b>Other Business</b>		
Bylaws Review	~ Proposed changes to the Academic Council were reviewed with additional changes made. EC council approved changes.	Final draft to be sent to EC members electronically. To be presented at next AC meeting.	Dr. Cook (9/20)
Future Initiatives	~ Dr. Tingen discussed if there is an interest in starting an AAUP Chapter. A document outlining the organization and how to start a chapter was distributed.  ~ Dr. Tingen noted faculty retention is key across campus. A future initiative may be to expand the process for exit interviews to build the faculty development program.	Members to review document. To be placed on AC Agenda.	Members Dr. Tingen (9/20)
Next Executive Committee Meeting	~ Thursday, November 1, 2007		
Adjourn	The meeting was adjourned 2:00 p.m.	.	

**Submitted by:** Ms. Nancy Waks, Academic Council Recording Secretary, and Dr. Pam Cook, Academic Council Secretary-Treasurer