

February 21, 2001, 11:30 a.m., Room 260B

Present:

Martha Groom, Dan Jacoby, Carole Kubota, Jack Meszaros, Susanne Sikma, Kelvin Sung

### **Faculty Affairs**

Dan Jacoby distributed an e-mail from Linda Westbrook who is reviewing the Executive Council structure. The Executive Council members were asked to take the questions in it back to their departments for discussion. At some point the EC might want to meet with the faculty committee chairs regarding the last two questions Linda presented.

Conversations regarding contingent faculty labor continued. Discussions will continue within programs.

### **Budget and Building**

Jack Meszaros and Patti Bellecy met with Bill Kelleher to set up a clearer system for administering the GFO budget. The GFO has requested additional funds due to the considerable amount of time spent on GFO activities by the Chair and Vice Chair.

Student Affairs is being reorganized. Ray Lou will be in charge of that department for the time being.

Scott Grindy has arranged for a vendor to donate carpet and padding in two classrooms to see if it alleviates the problems faculty have experienced from standing on a cement floor for hours. We will try the experiment in the two classrooms used the most.

### **Faculty Handbook**

Carole Kubota has been reviewing the Faculty Handbook to determine what changes need to be made. It appears that the sections on promotion and tenure and also Chapter 24 need a major review. The next step in the process is to compare our handbook with the University-wide faculty handbook. The question of recognizing service as a component of promotion and tenure was revisited, as well as the motive for having program-specific promotion and tenure guidelines in the Handbook. She will also talk to Carol Leppa and the Faculty Council on Promotion and Tenure about these issues.

### **New Programs/HECB Document**

The EC briefly discussed the proposed new programs being reviewed by the Higher Education Coordinating Board. It was mentioned that instead of projecting a six-year plan, the HECB now only requires us to project two years ahead, which should be more realistic.

Jane Decker will join our next EC meeting to discuss HECB issues and new program planning.

### **Service Courses**

UWB currently offers service courses, such as quantitative skill building, that are taught by staff members. The EC requested that the Curriculum Committee review the aims and status of these courses in order to develop any necessary policies related to them.

Minutes submitted by Patti Bellecy