

Faculty Affairs Meeting Minutes
April 2, 2012

In Attendance:

Matt Arterburn, Chair
Jean Sanchez
Roy Wohl
Sean Bird
Rob Weigand
Sharla Blank
Marguerite Perret
David Rubenstein

- I. Meeting called to order
- II. Opening remarks by Matt Arterburn
- III. Old Business
 - A. Assessment Committee Appointment Procedure – Action Item from VPAA**
 - Faculty affairs committee members reported on feedback from departments. Most departments agreed that each academic unit should continue to elect assessment committee representatives rather than having these be appointed by the VPAA or the Assessment Coordinator. However most felt that it was a good idea for the Assessment Coordinator to provide a list of potential candidates to each unit in advance of elections.
 - Faculty affairs committee discussed and agreed that the current formal process for Assessment Committee membership remain the same, but we do encourage the Assessment Coordinator to send names of possible appointees to Division/Unit Leaders, who can then nominate them.
 - This action item was unanimously rejected by the committee.
- IV. New Business - NONE
- V. Discussion Items
 - A. Discussion ensued regarding a policy for receiving new action items in faculty affairs. The general consensus is that there should be an acceptable timeframe for receiving and putting forth action items. This could be dependent upon how busy members of the committee are with other action items, for example. All agreed that there should be at least one week for review prior to discussing in faculty affairs meeting.
 - B. Matt shared information on the status of the faculty handbook revision committee and what their responsibilities will be. Everyone agrees that the handbook is in need of improvement and consistency in several areas. Subcommittees have been assigned to review specific areas including promotion/tenure and rank/duty/definition. Matt also suggested that another faculty affairs committee member may be asked to serve on this committee in the future since Matt will no longer be on the senate next academic year.
 - C. Further discussion ensued regarding the process for appointment of lecturers to higher faculty rank. A recommendation was made that the new handbook revision committee take a very close look at this area.

D. Matt suggested other faculty affairs committee members consider who might want to take over the role of chairperson as Matt will no longer be a faculty senate representative after this session.

VI. Announcements - NONE

VII. Meeting Adjourned