

Agenda  
EXECUTIVE COMMITTEE  
Academic Senate, University of Dayton  
August 25, 2011  
SM 113B, 1:30-2:30 p.m.

***Opening***

- *Call to order*
- *Opening prayer/meditation -- Andrea Seielstad*
- *Attendance (sign in)*
- *Approval of minutes from last meeting*

***Announcements***

- *January Senate meeting -- I am still checking to see if the River Campus is available for us to move the January 13 meeting back to January 20. The KU Ballroom is not available on the 20<sup>th</sup>.*
- *Next meeting -- Our next scheduled meeting is 1:30-2:30 p.m., September 1 (SM 113B).*
- *Gratitude to Emily Hicks for service -- On behalf of ECAS, I thank Emily Hicks for her willingness to serve on the Elections Committee and the UNRC. We appreciate your work on these committees.*
- *Student members of the Senate -- Antonio Mari will continue as the Graduate Student senator for this year. We don't have any news about the undergraduate senators yet. Student Government Association VP for Academic Affairs Jesse Grewal says they have not been elected yet and he is not certain when elections take place. Last spring he indicated that would likely be early September. I have asked him to keep me updated when he learns anything new.*
- *Any other announcements?*

***Business for the week***

Sign-up

- I will circulate a sign-up sheet for the opening prayer. Please volunteer as you are willing. We have more dates than members, so you are welcome to volunteer for more than one date.

Reports

- *Digitization of Senate documents (Emily Hicks)*
  - We asked what the approximate timeline was for completing this process, which is about halfway done. Emily said she would check and let us know.

Clarification

- *Issues list -- Senate doc 07-05 seems to contradict itself on who keeps the issues list:*
  - III. D. (Responsibilities of the Secretary) includes maintaining the issues list for the Senate in the responsibilities
  - V. A. (Standing Committees of the Academic Senate) says this in the third bullet: "The standing committees have standing oversight over a range of issues. These are listed on the issues list maintained by the Vice-President of the Academic Senate."
  - *Question of ECAS -- Who has been maintaining the Senate's issues list? (If indeed this*

document is inconsistent on this issue, we'll need to fix it in our annual spring updates.)

#### Update on Senate Constitution

- *Background* -- I updated the Senate Constitution to reflect the addition of the Dean of Libraries as a voting member of the Senate. I attached the revised portion and made the changes using track changes so they are easy to see.
- *Task for ECAS* -- Please review this to be sure it looks acceptable. If there are no objections, I will revise the official document and have the updated version posed on the Senate web site. Also, please consider whether there is anywhere else in the Senate Constitution that needs revision.

#### September meeting agenda

- *Question for ECAS* -- What work will the Senate need to do for the September meeting? This agenda needs to be mostly ready by next week, Sept. 1.
- *Items for definite inclusion on the agenda*
  - *FAC update on evaluations* -- A brief report, so that people who want to offer input can do so. Sheila Hassell Hughes should be able to do this, because Linda Hartley will be at a conference that week.
- *Some possibilities*
  - *2 reports from Joe Saliba (alcohol, sexual misconduct)* -- Should these go to Senate in Sept.?
  - *Consultation issue* -- Is it advisable to bring this back to the full Senate, or does some other action need to be taken first?
- *What else should be on the September agenda?*

#### Standing committee work assignments

- *Grad student honor code*
  - From the SAPC year-end report: "On Dec. 14, 2010 Lloyd Laubach, Interim Chair of HSS requested by email that the Grad School and ECAS consider the development of an Academic Honor Code for Graduate Students. Paul Vanderburgh, Assoc. Provost & Dean of GPCE indicated in an email response that plagiarism has been an important topic of discussion at recent GLC meeting and that he would be bringing this suggestion forward to ECAS after further GLC discussion. SAPC tabled this discussion for further review once a request and/or policy was brought before ECAS by the GLC."
  - Paul Vanderburgh's response: "Per the GLC Exec Committee minutes of Feb 4, 2011, we discussed plagiarism and determined that the topic is adequately addressed in the Grad Handbook and the Grad Bulletin. The committee agreed that there is no need to develop a separate policy, especially since each case is so unique and faculty members need a certain level of autonomy in evaluating all the relevant factors before determining a course of action."
  - ∴ No need to address this issue. Job crossed off list. ☺
- *Student evaluations*
  - *Update from Kathy Webb* -- Kathy noted that both the Faculty Development Committee and the Task Force on Evaluation of Faculty Teaching have been looking at these issues on and off for many years. She noted that there was strong opposition to the current instrument by faculty familiar with survey protocols because they felt the form was

flawed. She sent me a copy of a proposal from the Faculty Development Committee (see attached) that she recommended we review.

- *Update from Deb Bickford* -- Deb added that the LTC has offered to work with one of the national experts on student evaluation, and that there are national models out there that might be viable for UD.
- *Conversation with Linda Hartley* -- I updated Linda on the ECAS discussion of this issue. Linda said that a subcommittee chaired by Sheila Hassell Hughes was charged with looking at this, and they had done considerable research. They should be able to present ideas to the FAC in its first meeting. I suggested that in addition to hearing from Sheila's committee, they should consult Kathy Webb. Linda felt that Steve Wilhoit might have led the Faculty Development Committee's work, so I instructed her to ask Sheila to talk with Steve before their group reported to the FAC.

FAC meets Sept. 13, 27, and Oct. 11. If FAC can have a recommendation by Oct. 11, ECAS can review it on Oct. 13 in time for the Oct. 14 Senate meeting. If it takes longer than that, the Senate could not discuss this issue until the Dec. 2 meeting. Linda felt that Oct. 11 was a reasonable deadline for the FAC. We also agreed that the FAC should provide an update on this issue in the Sept. 16 Senate meeting so that people with interest or relevant information could be appropriately involved in the process.

- Following from last week and consulting with relevant people, here is an updated list of tasks to be assigned to the standing committees:

<b>Task</b>	<b>N/C</b>	<b>Prev</b>	<b>To</b>	<b>Work due</b>	<b>Due</b>
CAP&CC voting rights	N		APC	Offer recommendation	Aug. 30
Academic misconduct	C	ECAS	APC	Offer final report	Sept. 27
PDP proposal	C	APC	APC	Review Appendix A	Oct. 25
Oversight of CAP dev	N		APC	Hear monthly reports	--
*Faculty evaluation	C	FAC	FAC	Rec. on purpose of eval	Oct. 11
Intellectual property rights	C	FAC	FAC	Proposal	??
Titles for part-time faculty	C	FAC	FAC	Proposal	??
Policy on emeritus status	N		FAC	Proposal	??
<del>Grad student honor code</del>	<del>C</del>	<del>SAPC</del>	<del>SAPC</del>	<del>??</del>	<del>??</del>
Committee membership	C	UNRC	UNRC	Complete the list	??
UNRC policy doc	C	UNRC	ECAS	Review final document	??
*Voting representation	N		Ad hoc	Report and proposal	?Dec.
*Faculty workload	N		Ad hoc	Report and proposal	??
*Consultation issue	C	ECAS	??		

\*Highest priority topics

N/C = New or continuing

Prev = Which committee handled it last

To = Assign to

#### Statement on consulting

- *Background* -- The statement on consulting that was drafted by ECAS and presented at the full Senate meeting on April 15, 2011 addressed concerns about communication between UD's administration and the Academic Senate. Through conversations I have had with

numerous faculty this summer, it has become evident to me that this is an important issue that needs to be taken seriously in order to protect positive relationships between faculty and the upper administration.

A few thoughts on this issue to begin our discussion:

- i. One idea I have heard from several people is the development of some type of Advisory Council to serve this function more effectively than the Educational Leadership Council did. This idea is worth discussion.
  - ii. We will need clarification on certain issues where the administration and faculty have different perspectives about whether consultation is necessary (particularly, as related to administrative appointments). Some dialogue will be necessary to resolve these divergent perspectives.
- *Action required* -- Determine how to proceed with this matter

#### UNRC issues

- *Background* -- Art Jipson says he is no longer on that committee. In a brief conversation with him after a meeting Wednesday afternoon, Art indicated that based on the UNRC bylaws (attached), the committee is technically disbanded and must be reconstituted by ECAS. The conversation got cut off before we could talk further, and I hoped that the points Art made would be evident by a review of the UNRC bylaws. But in a quick review (so I could get the agenda out in a reasonable time) I did not see the reason why the UNRC would be disbanded nor why Art is not with the committee any more. He may have resigned or served a shorter term to stagger service in the initial committee membership. Normal terms on the committee are 3 years. Art also suggested that ECAS was responsible for selecting a new chair.
- *Actions required*
- *Composition* -- Determine if the committee does still exist, find out why Art Jipson is no longer a member, select a chair, be sure the committee has sufficient membership
  - *Bylaws* -- Review their bylaws and offer final approval
  - *Charge* -- Instruct the committee to solicit participants for a committee to review Senate composition and set a deadline for their work