

DRAFT
Faculty Assembly Minutes
September 9, 2010

Call to Order: Carlie Phipps called the meeting to order at 12:40 p.m.

Approval of Minutes: D. Benincasa made a motion to accept the minutes of May 6, 2010 and August 24, 2010; K. Boylan seconded. Motion carried.

Committee Reports

Academic Affairs – Rosemary Mullick stated the committee meets on the third Tuesday of the month. Names of faculty representatives for the committee are needed. Names of committee representatives can be sent to C. Phipps and/or C. Zegarelli.

Academic Quality– Ronni Tichenor stated the committee meets on the third Tuesday of the month in the Coher Conference Room at 12:30 p.m.

Curriculum Committee – The Curriculum Committee’s next meeting is on September 30th; deadline for curriculum actions is 5:00 p.m. on September 21st. The preference is to have curriculum actions submitted electronically.

Graduate Council – Atlas Hsie is chair of Graduate Council. The meetings are held the first Tuesday of the month. Two curriculum actions from the Business department were passed at the most recent meeting.

Personnel Committee – Daryl Lee stated that a meeting date is yet to be determined.

Planning & Budgeting – Ron Sarner stated that the Planning and Budgeting committee intends to meet on a Friday afternoon of the month.

Technology – Russ Kahn indicated that the first meeting will be on September 21st. Kyle Johnson will attend the first meeting to speak about the Learning Commons.

University Faculty Senate Report

Ron Sarner stated that the Faculty Senate plenary meeting will be held during the third weekend in October at Alfred.

Academic Re-design Update

E. Bankert stated that the Office of Student and Faculty Services (SFS) is located in Donovan Hall – Room 1193. Staff member, Kelly Hildenbrandt, will address faculty issues; staff members, Pat Sarner, Chris Paye and Laurie Steele, will address student issues. L. Steele will be spending time in the Kunsela Hall office. Other campus offices are providing additional staffing support through the end of September. At the moment, we are trying to secure additional support staff for the SFS office. During the first week of classes all went smoothly and Esther thanked faculty for their patience. There is a web page for the SFS office.

Currently the SFS office is reviewing processes. Department chairs meet twice a month with K. Johnson and S. Schneider to work on the processes.

C. Phipps mentioned that a few faculty had issues with classrooms being locked; however, this should no longer be a problem in the future. If there are still issues, please let C. Phipps know.

Strategic Planning

The institution will be working on strategic planning this year. Last year there was a list of issues that needed to be dealt with. The Faculty Assembly Executive Committee reviewed the list and feels that the strategic planning process needs to be driven by the academic mission. The Planning & Budgeting committee will look at what needs to be done and what the timeframe would be. Working groups will be developed based on the issues being dealt with.

Facilities Master Plan

The facilities master plan is also being developed. JMZ will be meeting with various groups on campus. JMZ has offered to give presentations to any group on campus to learn about what they are doing. D. Benincasa suggested having JMZ give a presentation to Faculty Assembly. A discussion took place as to what would be the best time for this presentation. The information that JMZ gathered previously was based on a four-school structure. C. Phipps will invite JMZ to the October meeting.

W. Johnston stated that during previous meetings with JMZ, the suggestions that were given at that time were not implemented. C. Phipps suggested having the faculty complete a survey of the items that are important to them that need to be addressed; communicate faculty goals. There is a facilities master plan advisory committee which the academic chairs are part of. Faculty needs and wants can come through this group.

Budget Working Group

President Yeigh is putting together a budget working group which needs faculty representation. The chairs of planning and budgeting, faculty assembly and staff assembly are members of this group. The group will be an active working group with frequent meetings. C. Phipps opened the floor for nominations. Andy Wolfe, Zora Thomova and Pat Murphy were nominated. K. Boylan moved to close the nominations; L. Francis-Gladney seconded. Nominations were closed. By a show of hands, it was decided that plurality vote determines the election. Pat Murphy was elected to serve as the faculty member of the Budget Working Group.

Other Business

Zora Thomova stated that she is working with Lynne Browne to develop a web page for Faculty Assembly. The web page could contain committee meeting agendas, minutes, and times/locations of meetings. Faculty Assembly By-laws will also be posted. The University Faculty Senate has guidelines for what information should be on this web page.

Jayne Baran asked if *Infrastructure* will be need office space until their on-site building is completed. E. Bankert will need to check on this with Bruce Reichel.

Adjournment

The meeting was adjourned at 1:15 p.m. The next meeting will be held on October 14, 2010.

Respectfully submitted,

Cindy Zegarelli