

**Minutes of the Meeting of the Executive Council
November 5, 2008
Excerpts**

Present: J. Cummins, B. Ferguson, K. Jacobson, C. Lindgren, M. Schneider, P. Smith, B. Trish

The meeting came to order at 3:30 p.m. in Macy House conference room. The minutes of 10/29/08 were approved.

President's Remarks

The President was traveling.

Dean's Remarks

A faculty member has requested unpaid leave for spring semester. The request was approved. The meeting came to order at 3:30 p.m. in Macy House conference room. The minutes of the previous meeting were approved with the correction of a typographical error.

The Dean brought forward the names of five associate professors who have asked to be considered for promotion to professor. A sixth may yet come forward. She noted that several of these would in the normal course come up for salary review this year, and a consideration of promotion would supersede this, so there is some time sensitivity. Council members noted that some of the associates have been in rank at or near the minimum of six years that must pass before consideration for this promotion, and all agreed that in these cases a somewhat higher standard will be used, since one criterion is "sustained excellence" and the burden of demonstrating that over a relatively short period in rank is greater. The Dean asked what further documentation Council wished to see, and after some discussion of previous years' procedure and what Personnel Committee had expressed an interest in hearing from Council, the following were requested: (1) the CV, (2) the most recent context statement, and (3) Faculty Activity Reports going back as far as that last context statement. Council will eventually make a simple recommendation in each case of yes, no, or "perhaps, with comments" to Personnel Committee.

Council Members' Remarks

M. Schneider reported that the estimated delivery date for the Library self-study is November 12. It was agreed that Richard Fyffe would be asked to come to the Council meeting following the delivery of the report, at the beginning of the meeting, so he can present any concerns or resource requests to Council. Sociology is also beginning a departmental review but does not expect to present it to Council before spring as the external review team will not be available before then.

Planning for Discussion of Departmental Reviews

The Dean began the discussion by passing out the External Review Team reports for last year's two departmental reviews, Computer Science and Mathematics and Statistics. She also brought the complete dossiers, noted that they did not include any executive summary, and asked whether there should be one. There was considerable discussion of pros and cons, and it was noted that the guidelines do not specifically require an executive summary as an element of the dossier. There are two elements that may serve a similar function: a list of key questions for the future and a statement of learning goals for majors and non-majors. After discussion of several alternative methods of proceeding, there was general consensus that since the current procedure now includes a response by Council to the departmental dossier, to which the department then submits its response, it would create an unnecessary extra step to

require any interim draft or statement from the department. With respect to the two dossiers in question, K. Jacobson noted that she has read them already, and will refresh her memory before reporting on them to Council at the next meeting. M. Schneider said he would also read them. All Council members will read the External Review Team reports before next meeting in preparation for discussion. The Dean will communicate the outcome of next week's discussion to departments, but make no new recommendations to this year's departments. It may be wise to review and update the guidelines for departmental reviews before next year's departments begin the process.

Discussion of Proposal to the Faculty on Voting Eligibility

The Dean passed out the proposal drawn up by the working group for consideration by the whole faculty. This is currently slated for the agenda of the November 17 faculty meeting.

Discussion of Message Matrix for Use in Public Communication about the College

The Dean passed out a tool developed by Mickey Munley to help new employees whose job responsibilities involved representing the College to the public (such as communications or admissions staff). He wants to get Council's views both on the desirability of producing such a tool and on the particulars of the draft he has created. He also wishes to emphasize to Council that this is not intended necessarily for faculty use, but to bring new staff up to speed, though if Council felt it might be helpful for new faculty members as well, so much the better. Council will look at the document and discuss it at the next meeting.

The meeting was adjourned at 4:50 p.m.

Secretary
Richard Cleaver