

Minutes of the Faculty Senate Meeting November 20, 1995

Present: Bristow, Butcher, Chandler, Farmer, Goleeke, Hartley, Holm, Kay, Kirchner, Mace, Matthews, Potts, Rocchi, Smith, Stirling.

Kirchner called the meeting to order at approximately 4:05 pm.

Minutes of October 23: Approved as distributed.

Minutes of November 6: Approved with the following correction: Michel Rocchi's name should be added to those listed as present.

Announcements: Kay announced an open forum on new housing initiatives, Monday, November 20, 7:00 pm.

Chair's Report: The schedule shows that there would be no senate meetings in January. Kirchner suggested, and the senators agreed, to add a meeting on January 22, 1996.

Discussion of process to review the reports of the Ad Hoc committees on governance:

The discussion proceeded informally. Mace started by suggesting an attempt be made to get the author of each report to attend the Senate meeting devoted to that report. This would help with background, process, and nuance.

Several senators expressed the idea that committee practices may have changed over time and that a careful comparison of these practices with the Faculty By-laws be done. This study may result in recommendations of changes in the By-laws to reflect the changing committee responsibilities and practices.

Holm suggested that the committee report be sent to the chair or all members of a committee to check the report against the Code and By-laws, and then meet with the Senate.

This discussion of procedures was summarized by Kirchner:

- Send copies of the Principles of Governance passed last year to the faculty
- Look at the Faculty Survey again
- Send copies of the reports to committee chairs and ask for input
- Look at each report separately, announcing a schedule for discussion
- Keep our collective eye on the big picture

The discussion then turned to the use of e-mail and attachments for campus circulation of announcements, agendas, reports, and minutes. Several senators described their difficulties in retrieving documents. Matthews suggested this should not be a multi-step process. One suggestion was to send two copies of documents: one on e-mail, the other

by way of a reformatted attachment. This probably would not work because it would take up too much memory. Perhaps the Library Committee could help find a solution. The suggestion was then made again to provide hard copies of committee minutes to members of a particular committee. Potts suggested that Kirchner check once more with Associate Dean Bartanen about providing hard copies to at least the members of individual committees. Senators should receive hard copies of Senate minutes as well as minutes from each committee.

Returning to the ad hoc reports, Kirchner suggested that a copy of each report be given to the appropriate committee chair. Butcher suggested the Senate agenda be used to announce when we would be dealing with each report. Stirling urged that we provide regular reports to the faculty, informing them of where we are in the process, and inviting comments. Matthews agreed, adding that this was our major task for the year. After further discussion, the following motion was made:

M/S/P The Senate Executive Committee set up a schedule for the review of ad hoc committee reports on standing committees and the Senate. Also, to schedule dates by which significant parts of the review will be completed.

The discussion of this motion had already taken place. Following the vote, the meeting was adjourned at 5:10pm.

Respectfully submitted,

Tom Goleeke