

**Faculty Senate Executive Committee (FSEC)
Meeting Minutes
June 10, 2008**

Members Present: Dr. Stephen Owen, Dr. Kay Jordan, Dr. Wayne Saubert, Dr. Angela Stanton, Dr. B. Sidney Smith

Members Absent: Dr. James Lollar

Guests Present: Dr. Susan Van Patten

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 4:30 pm.
2. The minutes of the May 8th meeting were approved with slight changes of wording in Paragraphs 4(c) and (d).

II. Reports and Announcements

1. Dr. Owen reported that a call for nominations for internal governance committees will go out within the week.
2. Dr. Smith reported that the venue for FSEC meetings during the year would be Walker 247. However, as yet the full Senate has no venue for its meetings in the fall semester. Heth remains off-line, Cook 107 is booked, and there are few other realistic possibilities. Dr. Owen asked Dr. Smith to check on option (1) below. If necessary, Dr. Owen said he would take the matter up with the Provost's office. Among the options:
 1. Muse Banquet hall, if catering will agree to let us use the room bi-weekly.
 2. A theater or stadium-style room, such as in McGuffy or Davis, if available (doubtful).
 3. Asking the administration to force the re-opening of a suitable venue currently otherwise booked.
3. Dr. Owen reported that advances had been made in the development of the Core Curriculum Learning Outcomes and Characteristics, and distributed copies of the most recent revisions. Dr. Van Patten was present to discuss current changes and future plans regarding the Framework and Learning Outcomes.
4. Dr. Van Patten explained that GECAC had been continuing its work as follows:
 - Review has been made pursuant to the faculty senate directive from the last meeting of the year. Departments involved in Univ. Core A & B have been met with and a revised set of Learning Outcomes promulgated.

- Goal 1: English dept. made a small change.
- Goal 2: Comm. Rewrote all of the objectives based on their discipline standards.
- Goal 3: One word changed.
- Goal 5: Small changes pursuant to Math Dept. input.
- Goal 6: Small changes.
- Goal 7: Small changes to paras c and d.
- GECAC would like to get approval to begin identifying courses for Univ. Core A and B.
- FSEC members raised a question about the change of IT literacy to 3-credits (rather than 2). Dr. Van Patten responded that problems arose with designing and scheduling a 2-credit course, and it complicates other administrative tasks like teaching assignments.
- FSEC members raised the question, could “life skills” be included in College Core B (3), so that a personal finances course could be included? Dr. Van Patten responded that it might be better to integrate that course into “social sciences”. Otherwise it will be necessary to revisit the structure of the outcomes.
- FSEC members raised the question whether Goal 4 is too fuzzy as stated. What exactly are they going to be teaching? Will it duplicate what students already get in high school? Dr. Van Patten responded that specifics will have to wait for course development.
- Dr. Van Patten further reported on the revised Characteristics:
 - Revisions have been made to the framework to meet concerns that have been raised since the senate approved the framework last semester.
 - Completion of Core B no longer required in first year; Core A during first 42 semester hours of enrollment, and must pass each course with a C or better, and otherwise retake immediately.
 - Prohibition against taking core courses in one’s major relaxed for one course only.
 - Para 5 meant to avoid courses becoming highly specialized and requiring prerequisite college study.
 - A remaining issue, not yet settled, is how the menu of courses will be handled for College Core A.
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III. Old Business

None

IV. New Business

1. Subsequent to Dr. Van Patten's presentation, it was moved that “The FSEC, following a review and discussion of the revised core framework and the proposed learning outcomes for University Cores A and B, has no substantive concerns and recommends that GECAC continue its work.” The vote was unanimous in favor, and the motion was passed. Dr. Van Patten then departed the meeting.
2. Regarding the selection of adjunct/full-time temporary senate representatives, there is some ambiguity in the directions regarding the procedure to follow when a college does not have two willing candidates. Dr. Owen stated his opinion that if a college has one but not two candidates, that the one candidate be accepted and the second taken from the next college in the rotation. This was agreed to, and will form the basis of the Senate's conduct for the time being.
3. Dr. Owen asked Dr. Smith to update the current roster to accurately reflect the representation for the coming year.
4. Dr. Owen asked the other members present to consider any changes they would like to see on the Senate web page, and forward these ideas to Dr. Smith. Dr. Smith asked the members to also consider whether it would be desirable to have a multi-threaded, online Senate forum to facilitate open and free discussion of issues that come before the senate, and to let him know their thoughts on such a proposal.
5. Dr. Smith was additionally advised that the minutes and other Senate documents should be written in a style to facilitate accessibility by those unfamiliar with senate procedures, jargon, or acronyms.
6. A question was raised whether perhaps President Kyle could be invited to address the full Senate early in the new academic year to comment on current plans, particularly as regards the foundation, Sale Selu, West Campus, and so on. Dr. Owen agreed to take this up with the Provost and/or the President's office.
7. In connection to the disposition of funds and University property, the point was raised that it will be necessary to address faculty morale in the new year, particularly in light of the results of the recent faculty survey. Dr. Owen said he plans to charge the Campus Environment and/or Faculty Issues committees with making recommendations regarding how to proceed on that issue.

V. Adjournment

1. The meeting was adjourned at 6:05 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
July 8, 2008

Members Present: Dr. Stephen Owen, Dr. James Lollar, Dr. Wayne Saubert, Dr. Angela Stanton, Dr. B. Sidney Smith

Members Absent: Dr. Kay Jordan

Guests Present: Dr. Susan Van Patten

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 2:00 pm.
2. The minutes of the June 10th meeting were approved with minor edits.

II. Reports and Announcements

1. Dr. Owen reported that he had met with Provost Stanton for a wide-ranging discussion:
 1. Dr. Stanton will check to determine whether the annual computer training is required by statute. He is also open to suggestions for how to make the requirement less burdensome for faculty and staff, such as placing the training online. [Dr. Smith noted that he understood Longwood University gave their training online.]
 2. Dr. Stanton is willing to provide written versions of his comments so that these can be placed on the web site with other documents.
 3. Dr. Stanton is eager to examine internal governance reform, such as considering the structure and tasks of the committees.
 4. Dr. Stanton and Dr. Owen discussed faculty handbook issues at some length. Dr. Stanton is prepared to work with the senate on revisions he feels are necessary, such as parts that conflict with other parts, that are outdated, that are vague, etc.
 5. Dr. Stanton and President Kyle are committed, anent the faculty morale survey, to increase the level of communication. The President would like to meet with the Faculty Senate Executive Council to discuss ways to improve communication between the administration and the faculty. [The members present determined that early August is the best bet, and Dr. Owen will communicate with the president about the meeting.] President Kyle would also like to have more presence on campus and be more available. Dr. Owen emphasized the need for senators to communicate with their constituents. [Dr. Smith asked if regular senate emails to faculty would be helpful. Dr. Lollar said that this had been tried and attracted many complaints about email clutter from faculty. Dr. Owen suggested that we send emails only at the beginning and end of the semester, or for notably important issues. Dr. Saubert emphasized the need for senators to impress upon

their constituents that they are eager to hear from them at any time. Dr. Owen said that Dr. Stanton had suggested an online form that faculty could use to send queries or comments directly to the senate president, confidentially or even anonymously. Dr. Smith expressed reservations about anonymous communications. Dr. Owen said the rationale was that it would give an opportunity for he and the Provost to respond at senate meetings to concerns that some faculty may otherwise hesitate to express. Discussion ensued. Dr. Lollar noted that sit-downs with the chairs or with other groups of faculty can be very effective ways of soliciting comment and points of view. Dr. Owen said he had the sense the President would be very open to participating in such forums.]

2. Dr. Owen will be meeting with new faculty during new-faculty orientation, and will give a 30-ish minute presentation about the senate, distribute a roster of senators, etc. Dr. Owen will also check with Dr. Stanley at the Faculty Development Center about getting 15 minutes of the new faculty institute during the year to communicate further with new faculty about the senate.

III. Old Business

None

IV. New Business

1. Dr. Owen reported that a third name, in addition to Jack Call and Steve Owen, is needed to submit to the Board of Visitors as potential faculty representatives to the Board. (Unlike in previous years, President Kyle will not be filling one of these positions, according to the Provost.) Dr. Lollar nominated Dr. Saubert, who said he would be willing to serve in that capacity if needed.
2. The General Education Committee has passed a new revision of the Characteristics for the Core Curriculum. Members, having examined the revision, found no fault, but raised a concern whether any unintended consequences of Paragraph 1 of the Characteristics had been fully thought through. This paragraph specifies that students must pass each course in the Core with a grade of C or better, and must otherwise retake the course each semester until passed with a grade of C or better. While the members support this wording, there may be administrative, pedagogical, or scheduling difficulties that arise and should be confronted proactively. Dr. Owen will communicate this concern to Dr. Van Patten. With this concern noted, it was moved that “The FSEC, following a review and discussion of the revised Characteristics, has no substantive concerns and recommends that GECAC continue its work.” The vote was unanimous in favor, and the motion was passed
3. Regarding the Senate web page:
 1. Dr. Smith announced that the web pages would be ported to the ASP server so that there would be no technological limits on the web site. Dr. Smith also intends to work with Academic Computing to build a database and other utilities that will make future secretaries work much easier.

2. Dr. Lollar expressed that the idea of a Forum is excellent – provided that people will actually use it. Dr. Angela Stanton expressed significant reservations about communications on such a forum getting into the public domain and muddying RU's image. Dr. Smith responded that the forum would have to be closely moderated and that there would have to be strict rules about the content of postings. Dr. Owen seconded the concern that content could be used inappropriately. Dr. Saubert noted that it would further the effort to improve communication among senators and between senators and faculty members. Dr. Owen expressed the opinion that much will depend on the rules that are enforced about postings. Dr. Smith was requested to sketch out a policy for such a forum that members could consider before the next meeting. Dr. Smith will do so, and will also draft page designs for the members to review.
4. Dr. Owen suggested we consider a new bylaw that would require meetings to be finished by a time certain, probably 4:45, so that senators who teach or for other reasons must leave are not disenfranchised when meetings run late. Members were agreed that such a bylaw would be beneficial, and Dr. Owen will draft language for consideration by the full senate in the fall. Dr. Lollar suggested we consider a rule governing motions that would impose a little more order on meetings. Dr. Owen will draft language on that issue as well.
5. Internal Governance Committee Appointments were made, so far as possible according to the wishes of those senators who volunteered, and these appointments are listed on the attached spreadsheet. Dr. Owen noted that solicitation of volunteers will be more successful if we initiate the process before the end of spring semester in future. Dr. Owen also noted that the College of Science and Technology was still trying to scrape up some needed volunteers, and these slots will be filled when the volunteers come forward. CSAT Dean Orion Rogers will forward these names in time to meet the deadline, and Dr. Owen will make the assignments.

V. Adjournment

1. The meeting was adjourned at 3:53 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
August 20, 2008

Members Present: Dr. Stephen Owen, Dr. James Lollar, Dr. Wayne Saubert, Dr. Angela Stanton, Dr. B. Sidney Smith, Dr. Kay K. Jordan

Members Absent: none

Guests Present: President Kyle, Provost Stanton

I. Call to Order

1. Dr. Owen called the meeting to order at 3:00 pm.
2. All ordinary business is waived for this special meeting with the president and provost.

II. Conversation with President Kyle and Provost Stanton

1. Provost Stanton started the meeting by noting that he and President Kyle wished to talk about issues on the faculty survey. Regarding support, faculty seem happy, but about being kept informed they are not happy, likewise about faculty feeling that their opinion is important. Important items:
 1. Newsletter.
 2. Leadership meetings.
 3. Additional opportunities to communicate.
2. Dr. Owen reported that he had sent out an email to faculty asking them what they feel are the issues the senate should take up this year. The only one more than two have identified is the 14-week semester. The primary concern is communication – faculty don't feel they were in the loop and were surprised by the change. President Kyle said that she was surprised by that, because she thought faculty were on that committee (calendar committee) and so assumed that the recommendation was vetted by faculty. Provost Stanton noted that some faculty were concerned about comparisons with other schools, but we checked and we are in compliance with the standard at our sister schools. Dr. Owen said that about 6 or 7 of the 22 responses he received had mention the issue. Dr. Saubert noted that all faculty are involved with the senate, and if they aren't getting information from their senate representatives then that is an issue we need to address. Dr. Owen emphasized that one of the goals for the senate this year is to increase communication. Dr. Jordan noted that since the matter didn't come to a vote in the senate, this may have caused some to feel there wasn't sufficient faculty input into the decision to shorten the semester. It would be well to copy Warren Self's practice of posting the Provost's remarks before the senate meetings so that the meeting itself can be more a Q & A. President Kyle urged that

- part of our regular meetings (she, the provost, and the executive council) should be the airing out of rumors about what she and the senate have actually said. She would like to meet at least every other month, and feels that many of the problems highlighted by the faculty survey could be solved with better communication.
3. Dr. Saubert said that what he was hearing the most about was RU West, noting that many did not feel they were kept well-informed of events. President Kyle responded that all of that property is owned by the RU Real Estate Foundation, and its board, on which she is one of six or eight. When the consultants came back with the plan for developing that property the board didn't realize that the plans for RU West assumed that the developer wouldn't cover more than about 50% of the cost. The land counts for some of this cost, but the rest is up to the university. When the board learned this, they quickly decided they didn't want to borrow to pay their 50% of the development cost. They were also nervous about the developer. They decided then to have the property appraised, and sell the property. They interviewed three brokers, and hired the one who subsequently conducted the auction. They chose an auction because they were advised this would get a better price. The board considered every bid, and voted on it. They could have rejected every offer. They chose to sell the river-front. What we have to remember is that we are state employees. Everyone else on that board is an independent member, at-large, of a community. They have total control over the real-estate foundation, and we have no say in their decision. There has been a rumor that I (President Kyle) engineered the sale of that property. But the board will confirm that I never voiced an opinion, because I am a state employee and it would have been inappropriate. What we need to remember is that when foundations control the assets, we do not have control. What is imperative is that knowledgeable and well-meaning directors are selected for such boards. Provost Stanton stated that this situation shows that we need a vehicle for getting concerns about matters like this aired and responded to. President Kyle said that she will ask the director of that board to sign a letter to the RU community explaining how that matter was handled, and that she did not have a role in the disposition of the property. Dr. Jordan noted that some people thought the gift of the property was conditional on "academic use" and that she had also heard that R.J. Kirk wanted to buy it (but he didn't). So communication is really the issue. The disposition of Selu is another issue that is on people's minds. Will moneys and lands be used in the manner intended? President Kyle agreed that such issues should be addressed. She also noted that because she is a state employee, information about foundation decisions should not come from her office. She will consult with other university presidents about how they handle communication regarding such issues.
 4. Discussion next turned to the possibility of an online faculty forum. Many present expressed concerns that some posts to such a forum might tend to be negative rather than constructive, and that this could misrepresent the sense of the faculty. There is also a potential to dilute the power of the faculty senate as a representative and deliberative body. Based on these concerns, an open online forum seemed to those present like a poor idea. Dr. Smith then broached the idea of an online form for submission of questions and comments that could be reviewed and responded to by the most appropriate person(s), such as the executive council, the provost, or the

president's office. It was agreed that this would provide a much-needed avenue of communication, and the idea will be pursued further.

5. Dr. Jordan next turned to the issue of faculty feeling that they are valued. Retirees should be recognized. The faculty dinner should return as an annual event, and so on. President Kyle said that the faculty dinner is definitely coming back, and she is eager for other opportunities to recognize faculty – for promotion, retirement, service, etc., at special social functions. She said she would far rather spend her evenings at such gatherings than be at home and actively looks for excuses to have them. She also noted that the new Covington Center will have a great venue for entertaining. It was pointed out that providing a venue for all faculty and spouses will be a challenge, but President Kyle was confident it could be done.

III. Adjournment

1. The meeting was adjourned at 5:01 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
August 27, 2008

Members Present: Dr. Stephen Owen, Dr. James Lollar, Dr. Wayne Saubert, Dr. Angela Stanton, Dr. B. Sidney Smith, Dr. Kay [K. Jordan](#)

Members Absent: none

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:00 pm. The minutes of the previous regular meeting were approved with minor edits.

II. Reports and Announcements

1. Dr. Owen reported that with regard to the New Faculty Institute, Dr. Paula Stanley agrees that meeting with the new faculty again would be a good idea, and gave us a date of Oct. 21st at 11am in WR 153. Since the new faculty have already heard from Dr. Owen and Dr. Jordan, the other members of the Executive Council are encouraged to attend. The main things to stress are the role of the senate, how to find information, and that they should bring their concerns to their senator.
2. With regard to the Core Curriculum, Dr. Owen reported that he had seen the proposal for University Core A. The main points to be noted are that the prefixes for these courses will not correspond to any departments, and the objectives will be cumulative across the four courses, which are therefore to be taken in sequence. GECAC will be able to give the final framework, the list of courses, and the details of [USCA](#) prior to the first senate meeting. Three areas of controversy have emerged: technology, history, and the STAT 200 course. Departments have been asked to write letters of appeal on these matters, which are due to GECAC by Sept. 22nd.
3. With regard to getting the Core Curriculum implemented by fall semester 2009: To achieve this it will be necessary to resolve all issues of staffing, instructor training, scheduling, and so on by mid-March. To achieve this, the proposal will have to go before the Board of Visitors (BOV) at their November 12th meeting. Consequently, the faculty senate will have to have a final recommendation by October, so that it can then go to the catalog committee and the administration, who have promised prompt action following the senate's recommendation. Dr. Owen would like to present the entire proposal at the first meeting of the senate, and to subsequently deal with the proposal in pieces, voting on pieces at regularly scheduled meetings, and using the off weeks for meetings devoted to discussion of these pieces. The order and division would be 1) the learning outcomes, 2) the University Core A courses and outcomes, 3) the remaining courses and outcomes. Dr. Owen will explain at the first meeting what the role of the senate is and what kinds of approval it can give.

4. Dr. Saubert asked whether the new program would be for both new and continuing students from fall 2009. Dr. Owen said no, students operate under the catalog in effect when they matriculate, so unless they decide to switch to a newer catalog, continuing students will still be under the old program. Dr. Saubert raised a concern about logistical difficulties with this transition, particularly if things don't go according to schedule. Dr. Smith said that in the math department and, he believes, in many other departments, the transition would not be too difficult because existing courses were going to be used to satisfy the new core. Dr. Owen remarked that some had suggested the University Core A be referred to the curriculum committee of the College of Humanities and Behavioral Sciences, but he does not feel there is time for that in the current timeline. Further discussion among the members present led to a motion that when GECAC refers the University Core A proposal to the senate, the executive council recommend to the senate that it refer it to the curriculum committee, with a fixed deadline for the committee to report back to the senate. This motion was carried by a unanimous vote. Dr. Lollar remarked that we will want to ensure that the curriculum committee is well balanced in its membership among the colleges.
5. Dr. Owen reported that some more meeting places had been settled for the senate: Sep. 18 and Oct. 30 in the Bonnie Hurlburt Auditorium and Oct. 2 and Oct. 16 in Preston auditorium. A place for the Oct. 9 meeting remains an issue, which Dr. Owen is working to resolve.

III. Old Business

IV. New Business

1. There was a Leadership Team meeting on Aug. 26, at which many new people in leadership positions were introduced, including deans of several colleges. Many administrators spoke about various initiatives. Provost Stanton reported that we do not yet know what cuts may be coming in the budget, but if cuts must be made to our budget these decisions will be made collaboratively with all the constituencies across campus. Debbie Templeton mentioned involving the senate in emergency management initiatives. Bethany Bodo spoke about faculty evaluations; RU has purchased a new scanning system for the forms, which will be able to provide comparisons within and across the departments. There is a committee that is looking at revisions to that form and the senate will have to weigh in on that. Dr. Jordan remarked that we should make clear that many faculty committees were involved with getting this new system. Dr. Owen said that there should be a senate resolution concerning the revisions. Also at the leadership meeting, Norleen Pomerantz spoke about Student Affairs initiatives. One was a new regulation that requires the university to have a written policy for release of records to parents. The senate will need to address this as well. Dr. Owen said that other issues discussed included the implementation of the Banner software, which is on schedule. Also, the admissions office has lost its top three people. Dr. Slavings, Dr. Lerch, Dr. Stanton, and Mike Dunn will be running that office until a new director of admissions is hired in the coming year. With respect to student evaluations, Dr. Saubert remarked that it is at least as important to focus on how the student evaluations of faculty are used as it is

- to consider how the form is designed. Dr. Jordan emphasized that the Faculty Handbook needs to be properly followed, and that it would be worth distributing a questionnaire to faculty to determine if this is being done.
2. Dr. Smith reported on the new senate web site, which is now partially functional and which he expects to have ready for use by the first senate meeting on Sep. 11. He credited Ed Oakes and his staff for getting us a new account on the Oracle server to help us keep track of faculty data and provide more information on the web page.
 3. Dr. Owen reported that Dr. Lerch had written back to respond to concerns raised by the senate executive council about the first paragraph in the Core Curriculum characteristics. These responses are appended to these minutes.
 4. Dr. Owen said that it was his recommendation that Dr. Fred Singer of the Biology Dept. be placed on the Faculty Professional Development, Leave, and Research Committee, and that in view of Diane Friedman's retirement Dr. ETTY Vandsburger of the School of Social Work be appointed to the Academic Policies and Procedures Committee. These recommendations were agreed to.
 5. Dr. Owen followed up on previous suggestions for changes in the faculty senate by-laws, presenting draft language for two motions. The language calling for timely adjournment of senate meetings, i.e., by 4:45 except by a 2/3 vote by the attending members, was agreed to. The language calling for timely submission of main motions, i.e. sufficiently prior to meetings, seemed more problematic, and it was agreed we would continue to work on appropriate language to meet this need.
 6. The Faculty Senate of Virginia has its first meeting on Sep 13 at Thomas Nelson Community College in Hampton. Subsequent meetings will be at Christopher Newport University on Nov. 8, at Virginia Commonwealth University on Jan. 15, and finally at Radford University on Apr. 11. Money for attending these meetings will come out of the executive council president's budget. The president of the executive council and two senators are expected to attend each meeting.
 7. The next meeting of the Faculty Senate Executive Council will be on Thursday, Sep. 4 in Walker Hall, room 247.

V. Adjournment

1. The meeting was adjourned at 5:02 pm.

**Faculty Senate Executive Committee (FSEC)
Meeting Minutes
September 4th, 2008**

Members Present: Dr. Stephen Owen, Dr. James Lollar, Dr. Wayne Saubert, Dr. Angela Stanton, Dr. B. Sidney Smith, Dr. Kay Jordan

Members Absent: none

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:35 pm.

II. Reports and Announcements

1. Dr. Owen moved that this meeting be for the sole purpose of settling Faculty Senate committee objectives for the coming year, and this was unanimously assented to.

III. Old Business

1. None.

IV. New Business

1. Objectives for Faculty Senate committees were discussed. It was noted that with the fall semester being largely devoted, of necessity, to getting the Core Curriculum reviewed and recommended to the administration and Board of Visitors, the committee objectives should be largely constrained to essential business. The objectives agreed to are as follows:

Campus Environment Committee:

1. Re-administer the Faculty Survey in the spring semester, and make a report of the results to the Faculty Senate with a comparison to 2001 and last year's survey.
2. Provide a report to the Faculty Senate regarding current admission standards, student profiles, and current recruiting strategies.
3. Report to the Faculty Senate about existing policies regarding instructional space planning (cf. Building and Grounds Committee), the university's Master Plan (cf. 7-17 Strategic Plan), and identify criteria to guide decisions for future planning purposes.
4. Liaise with the University Committee on Childcare regarding the implementation and results of the Childcare Survey, and report to the senate.

Faculty Issues Committee

1. Review and report to the Faculty Senate the results from the Faculty Workload Study.
2. Conduct a faculty survey about and recommend changes to the following sections of the *Teaching and Research Faculty Handbook*: Faculty Evaluation, including:
 1. the role of collegiality and other non-quantified criteria (§1.4.1);
 2. criteria and processes for promotion (§1.6) and tenure (§1.7);
 3. processes for the selection of department chairs and school directors (§1.3.2);
 4. processes and criteria for the evaluation of department chairs and school directors (§1.4.2), including a review of how the chair/director's evaluation form corresponds to chair/director's duties (§4.2.3.1);
 5. and processes and criteria for faculty appeals (§1.8) and faculty grievances (§1.9).
3. Formulate a recommendation for the conduct of exit interviews of departing faculty by an appropriate academic office.

Curriculum Committee

1. Select one member to serve on the Undergraduate Catalog Curriculum Committee.
2. Identify and report to the Faculty Senate curriculum implications of RU's 7-17 Strategic Plan.
3. Review the proposals for the University Core A courses and make a recommendation to the Faculty Senate.
4. Review current process used for the approval and awarding of academic credit for Study Abroad courses and programs and report to the Senate any changes needed to enhance programs and student participation.

Governance

1. Review and identify any needed modifications to the Faculty Senate Constitution and By-laws, including election processes, committee responsibilities, offices, etc.
2. Complete and report data pertaining to the annual evaluation of Deans.
3. In collaboration with the Provost, provide input to the revision of the university's Internal Governance policy and structure.
4. Review and Report on the development of the Adjunct Faculty Handbook.

Resource Allocation

1. Working with the Provost and the Vice President for Finance and Administration, review the academic goals of RU's 7-17 Strategic Plan and provide recommendations to the Faculty Senate regarding priorities.
2. Working with the University Planning and Budget Committee and the Vice President for Finance and Administration, review and report to the Faculty Senate RU's budget allocations across divisions and colleges for 2003-2008, including a five year trend comparison.

V. Adjournment

1. The meeting was adjourned at 5:01 pm.

**Faculty Senate Executive Committee (FSEC)
Meeting Minutes
September 9th, 2008**

Members Present: Dr. Stephen Owen, Dr. James Lollar, Dr. Wayne Saubert, Dr. Angela Stanton, Dr. B. Sidney Smith, Dr. Kay Jordan

Members Absent: none

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:35 pm. Minutes of the previous three meetings were approved with minor corrections.

II. Reports and Announcements

1. Dr. Owen reported that the budget for the Faculty Senate for the 2008-2009 academic year is \$2700. This can be used, among other things, for travel of representatives to the Faculty Senate of Virginia.
2. Dr. Owen attended all three of the subcommittee meetings of the Board of Visitors. At the Academic Affairs, Provost Stanton introduced the new deans and reported on new faculty. The Vice Provost position has been advertised. There was also a report on the core curriculum. Dr. Lerch reported on changes to ENGL 101 and 102, modifying them to standardize the courses and upgrade the content. At the Student Affairs meeting, Norleen Pomerantz gave a presentation the conclusion of which was that a cost-benefit analysis does not support the idea of doing background checks on incoming students. There is a new web page for athletics. The Student Government Association reported on a 5-year plan to help with continuity of the SGA. At the Business Affairs meeting reported that they had voted approval for the National Incident Management System (NIMS) and adopted a new RU Emergency Preparedness Plan. Several Instructional Technology initiatives are underway for improvements in infrastructure and service. There have been revisions to to foundations policy to change the by-laws to bring them into compliance wit best practices. Wayne Saubert was elected the third faculty representative to the board. The Covington Center was renamed to the Douglas and Beatrice Covington Center for the Visual and Performing Arts. The grand opening will be November 15th. The only negative item in the meeting was about the budget. Governor Kaine has asked the university to prepare three plans for budget reductions, one for a 5%, one for a 10%, and one for a 15% reduction in revenues. The president and Donna Van Cleave have assured the provost that these cuts will only minimally affect academic affairs. Dr. Kay K. Jordan asked for clarification about the foundations, their structure and number, etc. Dr. Owen said that he would pursue that information.
3. Dr. Owen met with Susan Van Patten about the work of the General Education Curricular Advisory Committee (GECAC), and reviewed with her the pattern of

senate meetings during the fall to consider and comment on the GECAC proposals for the new Core Curriculum. The Faculty Senate has the charge to review and comment with 30 days on each GECAC proposal. The goal is to give senators an opportunity to see each proposal, have time to acquaint their constituents, attend a forum to get questions answered, and then debate the proposal in the full senate before voting. The result is that the senate will be meeting weekly to get everything done by November 6th. The full proposal with courses will come to the senate by November 20th and be referred to the Faculty Senate Curriculum Committee for a recommendation to be made to the senate very quickly. One issue that has arisen is that Dr. Brian Conniff, the new dean of the College of Humanities and Behavioral Sciences (CHBS), has called a meeting of that college's curriculum committee to discuss the Core A proposal. It is not clear what the purpose of this meeting will be. If the purpose of the meeting is solely to obtain information, then there may be no difficulty. Dr. Owen said that he would follow up with Dean Conniff about the purpose of the meeting. Dr. Van Patten will provide a report at the Sep. 11th senate meeting.

4. Dr. Owen met with Dennie Templeton about emergency preparedness. Now that the emergency preparedness plan has been approved by the board the goal is to get university personnel trained. There will be targeted training for different groups. On Oct. 22 there will be a very large-scale drill on campus. It will likely be disruptive, including evacuation of some buildings. The specific scenario of the drill will be kept confidential until Oct. 22. Dennie Templeton will report on all of this at the first senate meeting.
5. Dr. Owen met with Norleen Pomerantz to talk about the policy requiring release of certain educational records to parents of dependent students. If a parent of a dependent student requests records we must comply. The new Banner system will have a data flag to indicate which students are dependent. The implications for faculty include implementation issues, particularly how faculty will know when to release information, to whom, and what information to release. After the Core Curriculum is taken care of there will be an organizational meeting about this so that a presentation can be made to the full senate. Senators can then inform their constituents of the particulars of this requirement.
6. Matt Oyos, Bethany Bodo, and Dr. Owen are meeting on Sep. 10th to talk about student evaluations of faculty. It will be an informational meeting.

III. Old Business

1. Revised language for the two By-Law motions was reviewed and agreed to. Dr. Owen reported that the parliamentarian, Dr. Jack Call, saw no difficulties with the proposals. Both proposals will be presented as motions from the executive council at the Sep. 11th senate meeting.

2. Dr. Smith reported that the new web page is nearly complete and will be ready for the first senate meeting on Sep. 11th.
3. Dr. Owen announced that he will be unable to attend the fall semester meetings of the Faculty Senate of Virginia. A will attend November, and Dr. Jordan will attend the Sep. 13th meeting. The JL will ensure that rooms are reserved for the FSV for April if possible.

IV. New Business

1. Regarding the roster of senators, it is complete except for an at-large representative from the College of Visual and Performing Arts. The College of Education and Human Development is conducting an election for the adjunct positions. The total is 47 with military science representative. Next year we will have to add seats for occupational therapy and physical therapy. This will still keep us within the constitutional limit of 49.
2. Dr. Lerch has notified Dr. Owen that there remains a motion before the senate to remove Math 260 from the current general education curriculum. Acting for the senate, the members of the executive council approved this motion by unanimous consent.
3. The members of the executive committee reviewed the requests Dr. Owen had received from senators regarding which committees they would prefer to serve on. With these as a guide, the rosters of the faculty senate committees were filled.
4. The members reviewed Dr. Owen's draft of the agenda for the upcoming senate meeting, and approved it as presented.
5. The next meeting of the Faculty Senate Executive Council will be on Tuesday Sep. 16th, in Walker Hall 247.

V. Adjournment

1. The meeting was adjourned at 5:01 pm.

**Faculty Senate Executive Committee (FSEC)
Meeting Minutes
September 23, 2008**

Members Present: Dr. Kay K. Jordan, Dr. Stephen Owen, Dr. Wayne Saubert,
Dr. B. Sidney Smith, Dr. Angela Stanton

Members Absent: Dr. James Lollar

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:30 pm.
2. The minutes of the Sep. 16th meeting were approved.

II. Reports and Announcements

1. Dr. Owen reported that he and Drs. Jordan and A. Stanton met with the Provost about the budget, and submitted to him the list of priorities that the RAC had developed. The Provost indicated some of the kinds of decisions that might be considered in light of the 5%, 10%, or 15% budget reversion once the governor's decision is made. The Provost considers support for academic affairs to be paramount, and will seek to minimize the impact on academics and instruction. Dr. A. Stanton added that the plan to be submitted will be general rather than detailed. Dr. Jordan added that the Provost felt that areas to be examined include frequency of elective courses, program concentrations with low enrollment, etc. Dr. Owen remarked that the Provost intends to fill all critical positions through new hires as needed. Accreditation will be protected, and programs will be rated according to the "productivity" of the programs. Travel could be cut. But details won't be know until we have numbers to work with.
2. Dr. Owen reported that as a result of the Learning Outcomes forums General Education Curricular Advisory Committee (GECAC) has drafted a new set of goals and outcomes for critical reading. These new outcomes will go into the University Core A outcomes and be addressed by those courses. The new outcomes can be added as a friendly amendment to the current motion for Core Curriculum outcomes. There is also a motion floating around about outcomes for social justice. This may be more problematic; in particular they are unlikely to come through GECAC. Consequently, the motion would have to take the form of a recommendation to GECAC.
3. There is a new deadline for Core Curriculum proposals: October 31st to GECAC. For non-Core Curriculum courses, the deadline is February 13th. Dr. Jordan raised the question of how departments will know in sufficient time where GECAC is putting their courses, so that they can know how to modify them if needed? Dr. Owen replied that the departments will find out in time what GECAC proposes, but not what recommendations, if any, the senate will have made regarding those proposals. Dr. Owen will circulate the memo regarding these deadlines.

4. The appointments to Internal Governance Committees is completed. Dr. Lerch has commended us for our timely completion of this task.
5. A wireless microphone for senate meetings is not feasible. We will have to ask people to speak up.
6. Our spring senate schedule is somewhat unusual owing to limits in room availability. However, Cook 107 has become available, so should we go back to that room or stay in the Bonnie? The members of the FSEC present agreed that this would not be preferable, so the current venue and schedule will remain.
7. The New Faculty Institute is giving us time on October 21st at 11am to speak to new faculty. Drs. A. Stanton and Saubert will attend.
8. The Faculty Issues Committee has gotten the survey results on the student evaluations and they are reviewing them now.
- 9.

III. Old Business

1. Regarding apportionment: we currently have an odd number of senators. We need to take a hard look at apportionment in the spring. Will we need to amend the constitution to raise the limit on how many senators may be elected.

IV. New Business

1. The Agenda for the next senate meeting was set and will be immediately published.
2. The motion for University Core A is being published on the web site.
3. An interest group called Equality Virginia contacted Dr. Owen to ask if we would be willing to pass a resolution expressing a non-specific request to the General Assembly to pass legislation to prohibit workplace discrimination on the basis of a long list of criteria. Dr. Jordan suggested that we would want first to see how this proposal compares to current laws, and perhaps defer consideration until the legislature is in session. This was agreed to. There are also questions about what lobbying is appropriate on the part of the faculty senate. This item will not be placed on the agenda.
4. Dr. Owen raised a question about the advisability of the senate adopting resolutions to recognize and memorialize students and/or faculty who transition out of our community owing to death or other tragedy. This question will be referred to the Campus Environment Committee.

V. Announcements

1. None.

VI. Adjournment

1. The meeting was adjourned at 4:31 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
October 7, 2008

Members Present: Dr. Kay K. Jordan, Dr. Stephen Owen, Dr. Wayne Saubert,
Dr. B. Sidney Smith, Dr. Angela Stanton, Dr. James Lollar

Members Absent: none

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:34 pm.
2. The minutes of the Sep. 23rd meeting were approved.

II. Reports and Announcements

1. Dr. Owen reported that we have revised the minutes of the last senate meeting to correct the spelling of the Board of Visitors Rector's name.
2. Two responses have been posted on the Q & A Page, and many more are being seen to at this time. Within the past day we've had several questions about the gen-ed program.
3. Student Evaluation of Faculty Committee has decided to pilot the new technology this fall for doing evaluations online. They will keep the same questions and reporting as previously, but it will be on a new form combining the old 3-page form to a 1-page form. Because it is only a hardware change, no senate approval is needed. The new questions and data points to be reported will be run past the senate in the spring for comment and review. The new hardware will have the potential, in the future, to allow much more customization of the forms by instructors or departments or colleges, will be faster, will allow the written comments to be scanned and link to the numerical data, and will allow relational linkages among different kinds of data.
4. Faculty Senate of Virginia Minutes have been circulated.
5. An email has been circulated from the Provost about the Equipment Trust Fund to the effect that SCHEV has placed a hold on all ETF monies. Also, this fund will not be administered by the Information Technology Advisory Committee.
6. Following the forum on the University Core A proposal on Oct. 2nd, there were some areas that arose as an issue, specifically whether there are sufficient budgetary resources for the proposal, how many new positions would be required, and when position announcements for related positions should be made. Dr. Stanton and Dr. Lerch have been informed of these concerns and invited to speak to these issues at the next senate meeting. Dr. Jordan reiterated the importance of the budgetary issue, relating that the issue of our future budgetary posture can be impacted in many ways in addition to budgetary reversion. There could be an impact on enrollment if student

loans become more difficult to get. Dr. Owen noted that the vote on the 23rd of October is one we have to take, even though it will be impossible to answer every implementation issue by that time. Discussion ensued on the proper balance between asking for impossible-to-get answers to implementation questions and getting enough information to make an informed decision whether to vote for the motion to recommend the UCA proposal.

III. Old Business

1. Internal Governance Committees.
 1. The General Education Curriculum Advisory Committee needs a new member from the College of Humanities and Behavioral Sciences, so Dr. Owen will send out a solicitation for volunteers.
 2. The Student Evaluation of Faculty Committee needs a replacement for Dr. Nora Reilly who is now administrative faculty. Dr. Kwilecke will be assigned in her place.

IV. New Business

1. The Agenda for the next senate meeting was set and will be immediately published.

V. Announcements

1. None.

VI. Adjournment

1. The meeting was adjourned at 4:31 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
October 28, 2008

Members Present: Dr. Kay K. Jordan, Dr. Stephen Owen, Dr. Wayne Saubert,
Dr. B. Sidney Smith, Dr. Angela Stanton, Dr. James Lollar

Members Absent: Dr. Kay K. Jordan

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:30 pm.
2. The minutes of the Oct. 7th meeting were approved.

II. Reports and Announcements

1. Dr. Owen reported that the search committee for the new Admissions Director will be starting soon, organized by Dr. Lerch, and Dr. Angela Stanton will be serving on it.
2. The next Faculty Senate of Virginia is at Longwood University in Farmville on Nov. 8th. Dr. Saubert will try to make it. Dr. Lollar reported that a venue had been determined for the April meeting at RU.
3. Dr. Owen reviewed the procedures under internal governance for managing general education proposals and implementation. The faculty senate must approve specific course proposals before they can be forwarded to the Undergraduate Catalog and Curriculum Review Committee, but can only review and comment on broader program proposals received from the General Education and Curriculum Advisory Committee.
4. Dr. Owen anticipates three amendments to the motion to be offered at the next meeting, including on a religion course, a political science course, and the STAT 200 course. He will let us know if any other motions to amend come up, but he has not yet heard of any concerns being raised.
5. Dr. Owen anticipates that the CORE 101, 102, 201, and 202 course proposals will come to the senate in late November.

III. Old Business

1. none.

IV. New Business

1. none.

V. Announcements

1. None.

VI. Adjournment

1. The meeting was adjourned at 4:04 pm.

**Faculty Senate Executive Committee (FSEC)
Meeting Minutes
November 18, 2008**

Members Present: Dr. Stephen Owen, Dr. Wayne Saubert, Dr. B. Sidney Smith,
Dr. Angela Stanton

Members Absent: Dr. Kay K. Jordan, Dr. James Lollar

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:30 pm.
2. The minutes of the Oct. 28th meeting were approved with minor corrections.

II. Reports and Announcements

1. The Academic Affairs leadership team will meet in the Hurlburt Center auditorium December 3rd at 3:00 pm.
2. Dr. Saubert reported that at the Board of Visitors meeting President Kyle was awarded tenure in the department of accounting, finance, and business law. A severe budget reversion is expected in December.
3. Dr. Owen reported that he had forwarded a memo to the provost on the official results of the senate review process on the Core Curriculum. The Student Government Association has not provided any review. The General Education Curricular Advisory Committee will review the University Core A course proposals and finish by December 5th, and forward them to the senate president at that time. The University Core A committee has reportedly made some revisions to incorporate more technology.
4. Dr. Lerch has asked the executive council to consider what role the senate should play in reviewing articulation agreements for the University Core A courses. The University Core A subcommittee is working on this already. Members agreed that the senate should be kept informed but not have a formal role in reviewing the agreements.
5. Dr. Owen reported that the department of English has concerns about the new student evaluation forms, particularly how much room is given for written comments. Dr. Stanton mentioned that there should be a process to measure differences in responses that are owing to the change in the instrument, in fairness to those for whom evaluations will affect tenure and promotion decisions. Dr. Owen will address this issue with Matt Oyos and Bethany Bodo. Dr. Owen has invited Ms. Bodo and Dr. Templeton to the senate meeting on Thursday to be available to answer any questions that senators may have.

III. Old Business

1. none.

IV. New Business

1. The agenda for the Thursday meeting was discussed, particularly as regards the visit of the president. The president will be asked to make any brief remarks she wishes, followed by a question and answer session with the senators present.

V. Announcements

1. None.

VI. Adjournment

1. The meeting was adjourned at 4:04 pm.

**Faculty Senate Executive Committee (FSEC)
Meeting Minutes
December 2, 2008**

Members Present: Dr. Kay K. Jordan, Dr. James Lollar, Dr. Stephen Owen,
Dr. Wayne Saubert, Dr. B. Sidney Smith, Dr. Angela Stanton

Members Absent: none

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:35 pm.
2. The minutes of the Nov. 18th meeting were approved as written.

II. Reports and Announcements

1. Dr. Smith reported on two motions coming from the Academic Policies and Procedures, one to move the withdrawal deadline to the end of week eight, and one to make explicit in the catalog that no exceptions will be made to academic suspension for continuing students. In addition, the student honor policy as written in the catalog will be amended to explicitly include plagiarism among proscribed acts.

III. Old Business

1. none.

IV. New Business

1. Dr. Owen invited a discussion reviewing the senate's performance to date this year, and our plans for the remainder of the year. Dr. Jordan suggested that in view of resource strains, we should obtain the faculty workload study that Dr. Slavings has been preparing. Dr. Owen promised to find out the status of the study. Dr. Owen also noted that the faculty survey will be administered again this year. Dr. Jordan noted that getting instructions for the new student evaluations is a priority, as well as a policy for dealing with negative evaluations of protected individuals. Several members suggested that committee objectives should be reviewed, and possibly prioritized. Dr. Saubert expressed a concern about the time-frame for dealing with the expected budget reversion to be announced on December 15th. Dr. Owen responded that the provost has communicated to him that he intends to get feedback from the faculty early in the new semester. Dr. Owen commented on the president's visit to the senate. He suggested we consider how best to ensure that both the president and senators have sufficient time to address the issues important to them. Discussion settled on the idea of having separate open forums for the president that would not be so restricted by time. This would be in addition to visits by the president to senate meetings. Issues that need to be addressed in such forums include resource allocation, pay, and administrative structure. Members suggested that these could be written reports distributed prior to the forums. Dr. Owen then raised the

question of improved communication, and asked whether there was anything else that could be done in this area. Consensus built around the idea of moving reports from administrators to the end of senate meetings, and it was agreed that future agendas will be so written.

V. Announcements

1. none.

VI. Adjournment

1. The meeting was adjourned at 4:45 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
December 2, 2008

Members Present: Dr. Kay K. Jordan, Dr. James Lollar, Dr. Stephen Owen,
Dr. Wayne Saubert, Dr. B. Sidney Smith, Dr. Angela Stanton

Members Absent:

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:35 pm.
2. The minutes of the Dec. 2nd meeting were approved as written.

II. Reports and Announcements

1. Dr. Owen reported that the General Education Curriculum Advisory Committee (GECAC) is still working on ironing out the final CORE course proposals. When the senate receives them (probably tomorrow) they will be forwarded to the senate curriculum committee, which will report back in two weeks. The senate has approval authority, not just review and recommend authority, on these proposals, and the members of GECAC will be invited to be present at that meeting in two weeks. After that is done we are done with the Core Curriculum in the senate. There is a lingering concern about implementation of the Core Curriculum. Susan Van Patten is working on a web page that will provide a layout of the design of the new Core, and include Q&A and other information about the program. Any department that wishes to may invite members of GECAC to come and educate their faculty, answer questions, etc. Two administrative positions are currently being filled, and on-campus interview are ongoing. Questions were raised regarding who will have authority over the Executive Director of the Foundation position, and how it is being funded. Dr. Owen said that he will get answers to this question. Dr. Owen asked the senate secretary Dr. Sid Smith to cross reference last years' roster and determine whose terms are expiring at the end of this year. Dr. Owen will meet with Bethany Bodo to review last semester's student evaluation process. There were several glitches and these will be addressed. Dr. Owen would like to have the Provost report to the senate on the the changes to programs being made or considered in consequence of the budget reversion. Also regarding the budget, it appears that it will be best for the Resource Allocation Committee to coordinate with the Faculty Senate Executive Council and the Provost before making their committee report to the senate to ensure that the information on which their report is based is as accurate and informed as possible regarding the academic affairs budget. Finally, Dr. Owen asked the members to review the documents he had provided on the budget and provide feedback at our next meeting.
2. Dr. Lollar reported that lobby day at the legislature was poorly attended. Part of this may be a consequence of lower budgets, especially at the community college, for professional travel.

III. Old Business

1. none.

IV. New Business

1. none.

V. Announcements

1. none.

VI. Adjournment

1. The meeting was adjourned at 4:45 pm.

**Faculty Senate Executive Committee (FSEC)
Meeting Minutes
February 3rd, 2009**

Members Present: Dr. Kay K. Jordan, Dr. James Lollar, Dr. Stephen Owen,
Dr. B. Sidney Smith, Dr. Angela Stanton

Members Absent: Dr. Wayne Saubert,

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:35 pm.
2. The minutes of the Jan. 20th meeting were approved as written.

II. Reports and Announcements

1. Dr. Owen reported on several issues: Denny Kemp has issued a request for proposals for redesign of the RU web site. He reported that he had had a meeting with Ms. Bodo, Dr. Oyos, Dr. Templeton, Dr. Easterling and others concerning the new student evaluation of faculty form. It has been agreed that a common set of instructions will be promulgated. Issues have arisen concerning the way in which faculty evaluations are handled by different departments. Also it needs to be decided whether department, college, and/or university averages should be included on the reports. Dr. Owen reported that there is a proposal circulating to change the date of Faculty Annual Reports. Dr. Lollar remarked that there are difficulties with Appeals and other committees if the dates are changed radically. There was common sentiment among the council members to move it one or two weeks later in the semester. Dr. Owen reported that there will be two motions from Academic Policies and Procedures at the next senate meeting. From the General Education committee there will be 5 motions for the Core courses. There will be two additional course proposals, one from ITEC and one from CVPA. Dr. Lollar pointed out we need to know how credit hours will be assigned for the CVPA course. With regard to the budget, members agreed that the senate should entertain a resolution recommending to the administration that academic affairs receive the same consideration (protection) in this reversion as in previous reversions. Of greater concern is the perception by many, as reflected by questions on the Q&A page, of the lack of solicitation of faculty input and/or responses regarding the proposed restructuring of academic departments. Dr. Owen will ask the Provost to meet with the executive council soon, at any rate before the next senate meeting. Dr. Owen also proposed that the senate take a leadership role, in collaboration with the other senates and the administration, in revising internal governance at RU. In addition, we may wish to consider soliciting external consultation on internal governance. Dr. Lollar pointed out that internal governance has been under review in one way or another for seven years, and that now it would be best to make an entirely new start. Dr. Owen will ask the president and the provost for a meeting with the executive council on this issue.

III. Old Business

1. none.

IV. New Business

1. none.

V. Announcements

1. none.

VI. Adjournment

1. The meeting was adjourned at 4:45 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
February 3rd, 2009

Members Present: Dr. Kay K. Jordan, Dr. Stephen Owen, Dr. Wayne Saubert,
Dr. B. Sidney Smith, Dr. Angela Stanton

Members Absent: Dr. James Lollar,

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:32 pm.
2. The minutes of the Feb. 3rd meeting were approved as written.

II. Reports and Announcements

1. Dr. Smith reported on two new motions from the Academic Policies and Procedures Committee. Dr. Owen reported that Advocacy day was successful, involving the largest numbers of participants from RU, ever.

III. Old Business

1. The council members debated a motion to recommend to the Provost, President, and Board of Visitors that certain principles guide the Radford University response to any current or future budget reversions. With minor revisions, the motion proposed by Dr. Owen was agreed to and will be presented at Thursday's senate meeting. Dr. Smith will make a motion to suspend the rules so that it can be debated at the meeting.
2. Dr. Saubert will give a report on the Board of Visitors. Dr. Owen will report in connection with the recent meeting that he has been assured that any future changes to the structure of the academic units will be made in accordance with the established procedure outline in our internal governance documents. Dr. Owen will also report that the provost is concerned to meet regularly with the executive council and the Resource Allocation Committee on the budget, and the provost committed to send all proposals for elimination of any program to the senate for review and comment.
3. Dr. Owen will report that the executive council is concerned to begin an initiative on internal governance.

IV. New Business

1. none.

V. Announcements

1. none.

VI. Adjournment

1. The meeting was adjourned at 4:45 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
February 24, 2008

Members Present: Dr. Kay K. Jordan, Dr. Stephen Owen, Dr. Wayne Saubert,
Dr. B. Sidney Smith

Members Absent: Dr. Angela Stanton, Dr. James Lollar

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:33 pm.
2. The minutes of the Feb. 10th meeting were approved.

II. Reports and Announcements

1. Dr. Owen invited discussion on whether the senate is doing all it can to represent faculty in the budget reversion process. He will be meeting on Friday with central actors in the implementation of the Core Curriculum. He will also be meeting with the president to discuss the motion from the last senate meeting, and the issue of internal governance and the Planning and Budget Committee. Dr. Owen reported on the current expedited program review. He noted that the context for this review is a (probably permanent) 20% budget reversion over the current biennium. The reason for the compression of the program review timeline is the short time available to plan the budget. Also, the provost has maintained that any program changes will not involve the elimination of any currently filled faculty positions. Twenty-nine programs are undergoing expedited review. The programs were chosen according to a metric developed by SCHEV and extrapolated in a point system summarized in a chart that is attached. The directive to initiate these reviews came from the provost, who has that authority according to our internal governance document. The date for programs to submit their justifications for continuance has been changed to March 9th. The Deans will review and issue their comments by the 13th, and the program review committee will then meet and vote on each program, and report to the senate, who will review and comment. The provost will report to the board in late April. Faculty have input at three of the five layers of review prior to the report to the board. Budgetary concerns are only part of what is going to be looked at; each programs role in the university's strategic goals will be a central issue. Members discussed what to do. First, the senate president will make a detailed written report to the faculty on the way the budget reversion process is being handled. This report will be referenced in the senate minutes, and a notification of the report will be sent to all faculty.
2. Dr. Owen reported that the Campus Environment Committee is reporting on last year's faculty survey and getting ready to administer this year's faculty survey.
3. Dr. Smith reported on reapportionment for the April senate elections, and proposed that the senate constitution be amended to hold elections for regular members

biennially rather than annually. Discussion ensued, and language was agreed to. The motion will be vetted with the members absent, and without objection will be presented to the senate on Thursday.

III. Old Business

1. None

IV. New Business

1. The Agenda for the next senate meeting was set and will be immediately published.

V. Announcements

1. None.

VI. Adjournment

1. The meeting was adjourned at 5:03 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
March 3, 2008

Members Present: Dr. Kay K. Jordan, Dr. Stephen Owen, Dr. Wayne Saubert,
Dr. B. Sidney Smith, Dr. Angela Stanton, Dr. James Lollar

Members Absent: none

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:31 pm.
2. The minutes of the Feb. 22nd meeting were approved.

II. Reports and Announcements

1. Dr. Owen reported that the legislature applied \$5 million of the federal stimulus to Radford, so our net reversion on top of the previous one is \$2 million, rather than \$7.5 million. In return, we will be required to hold any tuition increase to 5%.
2. Dr. Owen reported that his meeting with the president was positive, and that she is going to convene the Planning and Budgetary Advisory Committee, and it will meet this Thursday.
3. Dr. Owen reported that the Core Curriculum folks are concerned to know how best to keep faculty informed about the new program for advising purposes.
4. Dr. Owen reported that the president is eager to move forward on reform of internal governance, and agrees that the outcome and process need to reflect faculty primacy, as previously discussed in the Faculty Senate Executive Council. She is prepared to fund a consultant on internal governance, and asked that the senate executive council propose candidates. Discussion ensued regarding how to constitute a committee for this purpose. Consensus built around a committee with one tenured member from each college, and one from each of the other divisions. This will be discussed further at our next meeting.

III. Old Business

1. Dr. Smith re-presented the apportionment data. After discussion, the council decided not to propose an amendment to the constitution at this time. Dr. Smith will prepare letters for the deans regarding elections for open seats.

IV. New Business

1. none

V. Announcements

1. None.

VI. Adjournment

1. The meeting was adjourned at 5:03 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
March 24, 2008

Members Present: Dr. Kay K. Jordan, Dr. Stephen Owen, Dr. Wayne Saubert,
Dr. B. Sidney Smith, Dr. Angela Stanton, Dr. James Lollar

Members Absent: none

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:37 pm.
2. The minutes of the Mar. 3rd meeting were approved.

II. Reports and Announcements

1. Dr. Owen reported on Program Review. Dr. Owen has sent a letter to senators pursuant to the Webster-Garret motion, and reported that the reason only senators have access to the WHALE database is because it is time-intensive to add new names to the list of those who have access. However, these are public documents, so senators are welcome to share the data with their constituents.
2. Regarding the Monday meeting of the Program Review Committee, the only program where the plurality vote was to discontinue was regarding the Post Baccalaureate Certificate in Appalachian Studies. There was some concern about the accuracy of the information presented about this program, and it is anticipated that there will be more discussion in the senate. For this reason, Dr. Owen will provide a representative of the program not a senator to speak about it.
3. With respect to the senate meeting schedule, there is a need for more meetings than are currently scheduled. Dr. Owen will prepare a blanket motion endorsing the plurality votes of the Program Review Committee, forward this to senators, and invite senators to prepare motions to amend, asking that these be provided by the Monday before the meeting.
4. Dr. Owen reported that he has three pages of questions for the forum on Thursday, and has organized these for the provost. He will try to ensure that some questions will be taken from the floor.
5. Dr. Owen, in response to a concern raised by Dr. Jordan, said that he would approach the chair of the Program Review Committee to ask about ensuring that faculty who represent a program under discussion be given priority access to the gallery during that discussion.
6. Dr. Owen has researched past motions regarding the faculty representative to the Board of Visitors. None specified just the senate president. Dr. Lollar recalled one

that did. Dr. Owen will prepare a motion specifying the senate president or his/her designee for consideration by the senate.

7. Dr. Owen reported that the Virginia law referenced by the internal governance document allowing the university president to keep working papers confidential no longer exists. He will conduct further research on this issue.

III. Old Business

1. None.

IV. New Business

1. None.

V. Announcements

1. None.

VI. Adjournment

1. The meeting was adjourned at 4:35 pm.

**Faculty Senate Executive Committee (FSEC)
Meeting Minutes
March 31, 2008**

Members Present: Dr. Kay K. Jordan, Dr. Stephen Owen, Dr. B. Sidney Smith,
Dr. Angela Stanton, Dr. James Lollar

Members Absent: Dr. Wayne Saubert

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 5:11 pm.
2. The minutes of the Mar. 24th meeting were approved.

II. Reports and Announcements

1. Dr. Owen reported on the new business for the upcoming senate meeting. There will be a motion from GECAC for a new English course, ENGL 200. The Governance Committee will bring two motions, one on clarifying the language for who evaluates the chairs for both the annual and quadrennial evaluations. The second motion regards who the letter should go to for the chair's evaluations. The Campus Environment Committee is introducing a motion to recommend validity testing on admission standards. A motion will come from Campus Environment that will recommend timely action on the child-care needs assessment proposal submitted by the Staff and A&P Senates. A motion from the Sustainability Steering Committee recommending that Radford University join the American College and University Presidents' Climate Commitment. Faculty Issues will introduce a motion like the one submitted last time on student evaluations of faculty, this time for handbook inclusion with specific information about handling written comments considered prejudicial.
2. The Campus Environment Committee will present its report on the written comments of the faculty morale survey.
3. Dr. Owen reported that state law appears to preclude the faculty naming a specific representative to the board. He will report on this finding to the senate.

III. Old Business

1. None.

IV. New Business

1. The members debated the merits of a motion offered by many faculty members to establish a committee to hear allegations regarding administration decisions and actions. On a closed vote, the members decided to bring the motion on behalf of the executive council.

2. The members debated the merits of a motion offered by many faculty members to recommend continuance of all programs identified for expedited program review. There is a concern that the motion would pre-empt the senate voting on specific recommendations with regard to specific programs. After much debate the members determined to bring the motion but in tandem with and following a motion that will permit members and guests to speak to the merits of particular programs.

V. Announcements

1. None.

VI. Adjournment

1. The meeting was adjourned at 6:35 pm.

**Faculty Senate Executive Committee (FSEC)
Meeting Minutes
April 7, 2009**

Members Present: Dr. Kay K. Jordan, Dr. Stephen Owen, Dr. B. Sidney Smith,
Dr. Wayne Saubert, Dr. Angela Stanton, Dr. James Lollar

Members Absent: none

Guests Present: President Penelope Kyle

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:34 pm.
2. The minutes of the Mar. 31st meeting were approved.

II. Reports and Announcements

1. President Kyle visited with the members of the Executive Council and expressed her concern about the senate motion for an ad hoc investigative committee. Members sought to clarify the scope and intent of the motion. There was an agreement to work at ensuring clear communication between the faculty and the administration regarding faculty concerns. There was also unanimous agreement that we must keep the reputation of the school a top priority.
2. Dr. Owen reported that the Faculty Issues committee will be addressing
3. Dr. Owen reported that the Request for Proposal Committee to review proposals for the university web site will meet tomorrow to discuss the options. The current plan is to hire an outside company to design the architecture of the web site.
4. Dr. Owen noted that he would like to begin committee assignments sooner rather than later.
5. The Academic Program Review Committee is in the process of creating new criteria for regular reviews. The draft will be posted on the senate web site to solicit feedback.
6. Dr. Owen noted that the Curriculum Path Document was brought before the executive council in 2004 but never formally acted upon. Although this was available by search on the provost's web site, it was never an official document. It was taken down, but then the provost had it restored since it is referenced by several other documents. The provost has asked Dr. Owen to have it voted out of the senate again so that he can act on it. Dr. Lollar objected that the senate has already passed it twice, and it is up to the provost to act on it. Discussion ensued. Dr. Owen will officially forward it to the provost for action.

7. Dr. Owen reported that the Resource Allocation Committee has raised questions about the percentage of Education and General funds that go to the academic departments. The FSEC will pursue further information.

III. Old Business

1. None.

IV. New Business

1. The Agenda for the April 9th meeting was set and will be published.

V. Announcements

1. None.

VI. Adjournment

1. The meeting was adjourned at 6:35 pm.

Faculty Senate Executive Committee (FSEC)
Meeting Minutes
April 14, 2009

Members Present: Dr. Kay K. Jordan, Dr. Stephen Owen, Dr. B. Sidney Smith,
Dr. Wayne Saubert, Dr. Angela Stanton, Dr. James Lollar

Members Absent: none

Guests Present: none

I. Call to Order and Approval of Minutes

1. Dr. Owen called the meeting to order at 3:34 pm.
2. The minutes of the Apr. 7th meeting were approved.

II. Reports and Announcements

1. The Faculty Issues Committee will introduce a motion on the 16th to change the deadline for FAR to “prior to” the second Friday of the fall semester. Dr. Stanton has reported that he would make any needed adjustments to the personnel timeline. Dr. Owen will alert senators to the need to act on this at the meeting on the 16th so that the Board of Visitors (BOV) can act on the change to the faculty handbook. This is probably a stop-gap measure until the permanent change is considered next year.
2. In the motion presented by Faculty Issues on the 2nd, the procedure for student evaluations is not consistent within the motion, so there will be a friendly amendment introduced by Faculty Issues to fix this.
3. Dr. Owen asked the provost when he would have his recommendations on the programs under expedited review. The provost intends to meet with the programs under expedited review before announcing his recommendations, so this will not be done by the senate meeting on the 16th.
4. Regarding the RFP for the new university web page, Danny Kemp responded to Dr. Owen’s inquiry about the need for an outside contractor that RU does not have sufficient resources to a sufficient job in the needed time-frame. He offered to provide a list of other universities in the state that have done likewise. Members agreed that we need to determine how much might be spent on this.
5. The Campus Environment Committee is working on the faculty survey, which will be run through IRB.

III. Old Business

1. None.

IV. New Business

1. The Agenda for the April 16th meeting was set and will be published.

V. Announcements

1. None.

VI. Adjournment

1. The meeting was adjourned at 4:35 pm.