

Elected Faculty Council

Minutes – Meeting of December 6, 2002, 2:30-4:00 pm

Present: Tom Rietz (chair), Tim Lowe, Forrest Nelson (Secretary of the day), Frank Schmidt, Rick Tubbs, and Chuck Whiteman

The primary purpose of this second meeting of the 2002-2003 EFC was to review the issues raised for the attention of the EFC and to begin work on those issues. The strong response of faculty colleagues to our previous call for issues was acknowledged, and the desire for continued interchanges was expressed.

Item 1. Consultation with Provost's office regarding a committee to review faculty governance of the college. A draft memo to the provost supporting the recommendation of the Dean's Review Committee for a college governance review committee and offering our assistance in its appointment and delineation of charges was discussed, and editorial changes were suggested. The Chair was authorized to send the revised memo to the provost.

Item 2. Review of College Policies and Procedures. The desire for a comprehensive guide to the operations of the college was noted. It was also noted that a memo from the EFC to the Senior Associate Dean dated March 26, 1998, which urged the creation of a committee to write such a document, had received no response. It was agreed that the current EFC should make the creation of a set of college by-laws and procedures a high priority. Interaction between our activities in this area and the prospective faculty governance committee to be appointed by the provost was discussed. It was agreed that a useful first step would be to collect information on similar documents at peer institutions. Lowe, Tubbs and Whiteman agreed to take up that effort.

Item 3. The status of AACSB reviews. Previous information gained by the chair and other members was that the review is in early stages and progressing in an orderly fashion. It was agreed that no action by EFC appeared necessary at this time, but that the Chair would monitor progress on the review on occasion and inform us if the situation should change and if there is an active role that the EFC can or should take.

Item 4. EFC bylaws. Three similar but unofficial versions of the bylaws were in possession of various members, a photo copy of the last official bylaws containing handwritten changes and two other versions produced by scanning or retyping of that original. It was agreed that we should obtain copies of the current official bylaws and begin a review of them in anticipation that EFC bylaws will be subsumed into College bylaws as discussed under items 1 and 2 above. One item in particular in need of revision is the current provision for a Graduate Teaching Assistant member, since the union status of Graduate TAs now precludes such membership. Nelson will pursue.

Item 5. Grading guidelines. It was noted that both the College Undergraduate and MBA programs have begun initiatives regarding grading guidelines, and that those initiatives have been the subject of much discussion in various pockets within the college. While it was agreed that the EFC should neither duplicate nor hinder the efforts of the

Undergraduate and MBA offices, we may be able to assist with the communication of issues and concerns. The chair will seek information on the status of the initiatives and on any role we might play and report back.

Item 6. The use of ACE forms. The reliance by the college administration on results from student evaluations of faculty continues to be an issue of concern to faculty colleagues. Schmidt distributed some published materials regarding the efficacy and use of student evaluations, and this and other means of teaching evaluation were discussed. It was agreed that the accumulation of information on how the ACE form results are being used was a critical first step in any serious analysis we may undertake. Schmidt agreed to organize a survey to collect that information.

Item 7. Academic integrity issues. An upcoming University workshop on plagiarism and current activities of the college judicial board were discussed. It was agreed that a useful role for the EFC would be to work with the Judicial Board and the Undergraduate and MBA committees on communications with both students and faculty. Rietz will take the lead on this issue.

Item 8. Communication. It was acknowledged that a primary responsibility of the EFC was the promotion of communication between the EFC, the Faculty, and the College and University Administrations. At least one open meeting, meetings with the college Dean and the University President, and continued distribution of EFC minutes were noted as the principle means by which we might communicate the activities of the EFC. Other lines of communication were also discussed, including an EFC web page, the use of online surveys, and the use of Blackboard for secure exchange of information. Such avenues will be pursued if the need arises.

Item 9. Liaisons to other organizations. Assignments for representation at Executive Committee meetings were reviewed and confirmed. Rietz will attend the December meeting, and Schmidt the meeting in January. An invitation from the Elected Staff Council for an EFC representative to attend their meetings was discussed and accepted. Representation will rotate among EFC members, with Nelson taking the first rotation. A reciprocal invitation to the ESC was discussed and approved. The Chair will issue the invitation. It was noted that such attendance in both cases is as a non-participating, non-voting guest.

Item 10. The next meeting. Friday, January 31 from 2:00 to 3:30 was agreed to as the time and date of the next meeting.

The meeting adjourned at approximately 4:20