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Minutes for the Senate Executive Committee

Date and Time: May 9, 2018 | 3:30-5:15pm

Location: B-331

Presiding: Ernest Ialongo, Chair of Senate

Present: SGA President Thierno Diallo, SGA Representative Denise Herrera, Catherine Lewis, Hector Soto, James Kennis, Terrence Brown, Tram Nguyen, Natasha Yannacañedo

Absent: None

Guests: Profs. Figueroa and DiSanto

Minutes Prepared By: Natasha Yannacañedo

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| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Call to Order | Professor Ialongo called the meeting to order at 3:30pm |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Acceptance of Agenda | Motion to accept SEC Agenda | Unanimous Approval |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Approval of Minutes  SEC Minutes March 29, 2018  Senate Minutes April 19, 2018 | Prof. Nguyen will update logo and send all the template.  Prof. Yannacañedo asked for her absence noted to be marked for maternity leave. Will be edited as excused for last 2 meetings.  Corrections: various | Unanimous Approval  Unanimous Approval |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Committee Updates | Admissions and Retentions Chair is Carlos Rivera. Institutional Advancement Chair is Diana Macri. Prof. Ialongo met with both committees.  Prof. Nguyen and Prof. Ialongo met with the V.P. of Finance. Financial decisions are usually made in the summer so trying to have Budget and Finance Committee meet with Provost and Amaris Matos before summer to give input on financial decisions.  Disabilities Committee struggling to meet but should happen next week. Prof. Trachman was the Chair but a new one will be elected.  Discussion about students with disabilities getting to the Savoy Building.  H.E.O. missing for Admissions and Retention Committee.  Acknowledgement of Prof. Soto’s professionalism in taking over the minutes so seamlessly.  Acknowledgement of Prof. Lewis speediness and professionalism in posting everything. |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Charter Amendment Updates | We are waiting on final approval from the Board of Trustees. Eugene Sohn will inform us. |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Elections Update. At Large and P&B. | Prof. Kennis questioned via email because of brevity of voting time. We only received list of eligible members in the middle of spring recess. Overwhelmingly time consuming to run each election. |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| POINT Committee proposed document. Presented by Prof. DiSanto. | The POINT Committee as well as Instructional Evaluation Committee approved the document.  POINT Committee began in 2011 with goal of best practices to conduct peer evaluations. Committee decided opportunity for observer and observe. Goal is for growth. They revised the form and had focus groups. Instructional Evaluation Committee gave suggestions for revisions and it passed there. (All except one person voted for it and that person was absent first meeting and did not feel prepared to vote.)  Our union advised to make pre-observation section optional and that language has been added to the form.  Discussion on separating pre-observation page so non-tenured faculty don’t feel pressure to complete.  Motion to move language “The pre-observation section is optional” to the top middle section, after “to be completed by faculty observed.”  Piloting the form was suggested.  Discussion on language to use for checklist pages. Suggested to leave for discussion in Senate so we can receive input.  Motion to keep on agenda. | Unanimous Approval  Unanimous Approval |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Curricular items. Presented by Prof. Figueroa. | ENG-100 as a new course and as Pathways. Received electronic vote. 8, yes. 1, no. 0 abstentions. No controversy.  Remove X for course applicability because not passed yet. |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| ENG-110 | English Department wanted more time to 4 hours per week like most colleges already have. Piloting 2 sections to 4 hours per week. |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Elections update. | Will receive names Friday for At Large P&B. Hopefully open election on Saturday. Probably multiple rounds. Looking like May 12-16, closing Wednesday at 11pm. Will open again following Friday or Saturday and close May 23. Final round May 26-31.  Discussion on receiving the list by end of first month each semester. Eugene Sohn has committed to this deadline.  Discussion about language in letter to teaching faculty explaining about upcoming elections. |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Approval of May 17, 2018 Senate agenda. | To align with Robert’s Rules, change to Chair’s “report” instead of “remarks.”  UFS “update” instead of “report.” | Unanimous Approval  Unanimous Approval |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| New business | Prof. Soto presenting at SPA Day on May 29 as Head of Affirmative Action Committee.  Discussion on possible changing name of committee.  Discussion on bullying of non-tenured faculty and how to address. |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Adjournment | Motion to adjourn at 5:18pm. | Unanimous Approval |