

Executive Committee  
Sept. 7, 2018

## Minutes

Present: Jitendran Muthuswamy, Chris Buneo, George Pan, Andreas Spanias, Rosa Krajmalnik-Brown, Nong Ye, Huan Liu, Greg Raupp, Marcus Herrmann, Samantha Brunhaver, Rod Roscoe, Susan Squire (Secretary)

Absent: Tony Lamanna

1. **Introduction of Members.** Marco Saraniti welcomed the committee to the new semester. Members introduced themselves.
2. **Selection of new EC chair.** The committee was asked for volunteers to serve as chair. The committee approved Jitendran Muthuswamy as the EC's new chair.
3. **Meeting Minutes Approval.** The EC approved the minutes of May, 2018.
4. **Secretary Position up for election effective 1/2019.** The plan is to run the election in November with notices in *In the Loop* and committee member updates within units. Annette Bowers will find out what was used for the vote.
5. **Bylaws.** – The committee reviewed changes made to the document.

Article Two, Section A2: recommended either a change be made to 50% or removal of the sentence. Marco Saraniti will be consulted on this revision.

Article Four, Section 6: should membership be opened to lecturers and research faculty? The EC is supposed to represent them. It gives them an avenue to be represented. Should we keep membership to 2 per school or increase to 3? This conversation should be deferred to a later time once the dean can be consulted on this question.

Article Four, Section 7: the change from 2 to 3 year member terms is approved by committee.

Article Six, Section B: the change provides that a quorum exists if there is representation from all schools within FSE. The EC committee approved this change.

Article Six, Section C: it was recommended that the ballots sentence be removed. Should there be mention of how long faculty have to vote? It was also noted that there are no safeguards that a certain number has to be returned.

6. **Dean's Dissertation Award.** Jit will distribute a spreadsheet listing student submissions and a link to the Sharepoint site containing the submission materials to EC members. It was suggested that the group use a 5 point scale (i.e., competent, fair, good, very good, outstanding) to evaluate the application materials. It was also suggested that a form be used to summarize the evaluations. The due date to the dean on these recommendations is October 5, 2018.
7. **P&T retention criteria.** The committee reviewed and approved the changes to the criteria document.

**Lecturer criteria document.** Jitendran Muthuswamy will distribute the criteria to the committee and appoint members to a subcommittee for review.

8. **AFSE Meeting.** The next AFSE meeting is scheduled for October 26, 2018 at the BDI Auditorium. EC members are asked to promote the meeting within their units.
9. **Other.** The next EC meeting is being held out of cycle on September 28, 2018. This will provide additional time to plan for the October AFSE meeting.

Marcus Herrmann was asked to raise some lecturer appointment issues with the EC, specifically with regard to appointment lengths and when appointments are announced. It's not happening over the summer for the following fall. Is this a topic that can be reviewed by the EC? The dean should be consulted.

It was asked whether there is a document that is used to evaluate research professors that explains expectations for that group. Rosa Krajmalnik-Brown will share what they use at BDI.