

Academic Senate  
Executive Board  
September 17, 2009  
Executive Summary

Members in Attendance: Rick Griffin, President; Mike Berghoef, Vice President; Sandy Alspach, Secretary; Adnan Dakkuri, Immediate Past President; Members-at-Large Maureen Heaphy, Melinda Isler, Keith Jewett

Administrative Assistant Paula Hadley

1.	Senate Appointments	
	A.	Institutional Strategic Planning Council Chair
		Moved (Jewett), seconded (Alspach) and passed unanimously to open the BUS position for reappointment. Justification: Committee member hasn't attended meetings in two years.
		1. Heaphy observed that we should distinguish between non-attending and non-participating, since some committee members participate electronically in committee business.
		2. Discussion: the chairs of committees have the power to recommend removal of a committee member. Further argument for the importance of attendance records for all committees. Reminder that, according to the Charter, all committees are supposed to report regularly to the Secretary.
		3. Isler volunteered to chair the first meeting of this committee, so that a chair can be elected.
	B.	AHELL Chair
		Supported Griffin to ask John Schmidt to organize the first meeting and elect a new chair.
	C.	APRC
		1. Chair Haneline requested to fill seats earlier than the Charter provides because this committee begins working immediately during fall semester
		2. Dakkuri will poll the Pharmacy faculty for a volunteer. If no volunteers come forward, Berghoef is empowered to appoint.
		Moved (Jewett), seconded (Isler) and passed unanimously to appoint Bill Smith (BUS) to the vacant seat, if no Pharmacy volunteers are found by Wednesday, Sept. 23 at 5:00 pm.
	D.	UCC: Tracy Boncher was unanimously supported to fill the PHR seat. This committee is also unique because it begins working immediately during the fall semester.
	E.	Senate vacancies
		1. Schmidt's resignation (CET): Hadley will email faculty seeking volunteers. If there are multiple volunteers, their names will appear on an electronic ballot for election. If no volunteers come forward by Wednesday Sept. 23 at 5:00 pm, the Executive Committee will appoint a replacement.
		2. Tracy Boncher was unanimously supported to fill Wellman's PHR seat. Hadley will notify Boncher of both appointments; to Senate and to the UCC.
		It was noted that this process needs scrutiny by the Charter Revision Committee.
2.	Distinguished Teacher Committee Procedure change to include on-line teachers	
	Supported to encourage the DTC to examine their charge and recommend relevant changes to include facilitating the process for including on-line teachers for consideration for this award.	
	A.	Alspach added that the committee might consider including adjunct instructors who had full teaching loads for several consecutive years, as happens in the Department of Humanities.
3.	Web Update Rights for Senate Office	
	The EC learned of a plan to funnel all updates to the University website through 2 people. Hadley explained the potential negative consequences in terms of timing and costs to produce paper documents, especially in Senate work of the UCC. Isler echoed the concerns, from FLITE's point of view.	

	Griffin, Berghoef and Hadley will compose a letter of concern on behalf of Academic Senate.
	Berghoef will pursue the issue at the Ferris Connect Advisory Committee meeting.
	Jewett will raise the issue at the Security meeting.
4.	The Committee adjourned to executive session to discuss interpretation of the term “Immediate Past President” in the Charter.
	It was recommended that this issue be discussed by the Charter Revision Committee.
5.	Senate Committee Appointments
A.	Berghoef worked through the Assignments list for the academic year, filling in names from volunteers.
B.	The Committee discussed the variables involved with making appointments.
	The Committee agreed on these criteria:
	a. Since Senators must be assigned to a committee; their first choice is honored.
	b. When application forms are received on time, requests are honored by order of choices.
	c. Committee chairs will be asked to determine if vacancies <b>must</b> be filled on their committees.
	d. Committees requesting appointments will have seats filled by appointment from the Executive Committee, regardless of college designation, after the October Senate meeting.
6.	Charter Revisions
	Moved (Jewett), seconded (Berghoef) and passed unanimously to appoint the following to the Charter and By-Laws Revision Committee:
	Carol Rewers (BUS)
	Marilyn Skrocki (BUS)
	Melinda Isler (FLITE)
	Mike Berghoef (CAS)
	Kent Sun (CAS)
	Rick Griffin (CAS, ex officio)
	Supported to appoint the following to focus on By-laws, especially Election procedures:
	Tom Lisziewski (Counselors)
	Sandy Alspach (CAS)
	Rick Griffin (CAS, ex officio)
	Supported to seek advice from Bob Loesch and Dave Russell during the revision writing process.
7.	Follow-up on Retreat (feedback/comments)
	Comments were shared. In general, the site and event were well-received.
8.	Instructional Design Framework: this issue was tabled, pending clarification from Sen. Schmidt.
9.	Other issues
	Heaphy asked for advice in responding to a Department Head’s concern that faculty were penalizing students for missing classes due to military service. She was referred to several sources: Academic Policy and Standards Committee, University Policy Letters, and Ferris Faculty Association.
	Alspach was asked to draft a template, and provide an example, for making motions at Senate meetings. It was agreed that main motions should be crafted and submitted before the meeting, to appear on the agenda and in the Senate packets, so that Senators could be prepared for discussion at the meeting.

Respectfully submitted,

Sandy Alspach  
Secretary

September 20, 2009