Minutes of the FAC meeting 2/11/09

In Attendance:
Gail Dickinson (C&I)
Amanda Boutot (C&I)
Pat Guerra (EAPS)
Barbara Davis (C&I)
Dawn Roberts (HPER)
Jon Lasser (EAPS)
Kevin Fall (EAPS)

Old Business
Approval of the minutes
John Lasser moved to accept the minutes from the last meeting. Gail Dickinson seconded. Minutes from ___ were approved.

Vice Chair/Secretary
Gail Dickinson moved Pat Guerra seconded that Vice Chair and secretary positions be combined. The rationale is that there are only 12 people on FAC so combining some offices would be reasonable.
Motion passed

Nominations for Vice-Chair/secretary were entertained.
Amanda Boutot nominated Gail Dickinson for secretary
Gail Dickinson was elected secretary.

Committee reports:
Constitution Committee
Amanda Boutot reported for the Constitution Committee. There are a number of things that need to be clarified or revised in the current constitution.

1. Elections – Electronic options including TRACS, MR Interview, and e-mail ballots were discussed. Voting as part of Spring department meetings was also discussed. The following were the advantages and disadvantages of the different systems.
   TRACS – anonymous and only vote once but takes extra steps. Faculty may not bother to vote if they have to go to a TRACS site. Can link directly to page on tracs from e-mail.
   MR Interview – easier to set up but may be able to vote more than once
   E-mail – not anonymous and clogg someone’s e-mail
   Paper ballot at department meeting. Need to have FAC representative present the ballot.
   Uniform Ballot – the constitution calls for a uniform ballot, but this may not be necessary with electronic voting or offering options to departments. Concensus was to offer options to departments to conduct the ballots in the way that best suits them.
2. Minutes from College Council Minutes distributed to faculty – Is this FAC’s responsibility? Minutes are often the agenda not the discussion of agenda items. This is in the FAC pps document but not in the constitution.

3. Change wording in pps to state that FAC webmaster will update FAC website not college website.

4. Should Part Time Faculty members be represented on the FAC as non-voting members. Since meetings are open and part-time faculty may have different issues than full time faculty, it was thought they should have a representative.

5. Officers – Webmaster is a new position. It was discussed whether this office should be elected or appointed and it was decided to appoint someone with interest in the position and to leave the office in the Constitution Vice Chair/Secretary position had already been combined.

6. Meeting frequency – 4x per semester replace 2x per month as it leaves things more flexible. Friday afternoons are open for everyone.

7. It was decided that inviting the dean to only every second meeting didn’t make sense when everyone is invited to all meetings (except personnel issues). The dean doesn’t need a special invitation to each meeting but would be given an open invitation. Also other administrators may attend so the following new wording was proposed, "Members of the administration (such as the Dean, department chairs, etc..) will be invited to every meeting and in particular to the meetings where their input is crucial.

8. It was decided to make proposed changes in color and send to FAC members before next meeting.

New Faculty Luncheon Committee
Barbara reported on New Faculty lunch which will be held Thursday, March 12 from 11:30-1 PM
The following locations were discussed for the new faculty luncheon
   Price center  - Rent room for $120 plus $13 per person for food + table linen fee
   Juagelio’s $75 rental fee
   Mamacitas - no fee for room, beef + chicken fajita place $11.95 per person.
   Salt Grass may be expensive
Thursday March 12 is proposed date
Budget is just under $800

Gail dickinson moved for Mamacitas, Amanda Boutot seconded
Eric Schmidt will speak.
Discussed expanding the time to allow for more faculty interaction.
   Chips will be served at 11:30
   Lunch at 11:50
   Speaker at 12:30
New Faculty, Deans, Chairs, FAC members will be invited
Work through Chairs
Invite cards – printing

**Needs assessment committee**
Gail Dickinson reported for the needs assessment committee. The committee collected needs assessments from other institutions to get an idea of the types of questions to include. These assessments are more comprehensive than what we want to do but could provide themes and questions. The tenure track support committee offered to help with the survey and would like to have some questions for tenure track faculty as opposed to tenured faculty. Gail Dickinson will forward assessments to the new Faculty committee members.

**Tenure Track faculty support committee**
Kevin Fall reported for the tenure track faculty support committee. Proposed supports include
Brown bags on topics that will be useful to tenure track faculty
FAQ document for common questions from parking to other things.
Electronic forum for mentors and new faculty to communicate
Happy hours/parties
They offered to help with needs assessment so they can better plan supports for faculty.

**New Business**
Amanda met with Dean Barrera
  Dean wants FAC chair on expanded College Council
  Wants more support for faculty
  Amanda gave Dean Barrera a copy of the constitution and mentioned that the FAC may make revisions to the Constitution
  Dear Barrera wants someone to speak about FAC at state of the College meeting.

**Next meeting is scheduled for March 6 from 1-3 in ED 4040**

GD moved to adjourn Moe Johnson seconded