

Faculty Council  
Meeting Minutes  
September 5, 2006

**Present:** Julio de Paula, Dean of the College; Jane Hunter, Associate Dean; Cliff Bekar, Associate Professor of Economics; Dinah Dodds, Professor of German; Deborah Heath, Associate Professor of Anthropology; Elizabeth Safran, Associate Professor of Geological Sciences; and Terri Banasek, Executive Assistant and recorder.

The regular meeting time for Faculty Council will take place on Thursdays, 10:00-11:30 a.m. The Interdisciplinary Learning Council (ILC) representative to Faculty Council has not been chosen yet; Professor Heath attended this meeting as interim representative.

Dean de Paula previewed discussion topics for a year-long agenda, many of which are holdovers from last year's deliberations of the Academic Council.

- Student travel policy
- Review of visiting faculty
- Procedures for reviewing symposia
- Policy on course buy-outs with research grants
- Grade submission deadlines

Dean de Paula then reviewed the duties of the Faculty Council:

- Review, approval, or denial of faculty and staff position requests
- Review, approval, or denial of capital equipment and project requests
- Consideration of changes in policy and procedures
- Consideration of matters affecting the welfare of the College
- Facilitating discussion of important issues with the faculty. (These discussions could be divisional or faculty-wide, perhaps with Dean de Paula and Associate Dean Hunter in attendance.)

The Dean and three divisional representatives are voting members (although Dean de Paula prefers to operate by consensus); and Associate Dean Hunter, and the ILC representative are *ex officio*, non-voting members.

Dean de Paula will meet with the chairs of each division each month. The Faculty Council representatives are invited to attend, but attendance is not mandatory. He will also meet with the ILC and with all chairs once a month.

Regarding capital equipment and project requests, Dean de Paula and Associate Dean Hunter have been talking with Carl Vance and Rich Bettega about possibly changing the procedure for these requests. Very soon, Dean de Paula will send out a request to all department chairs and program directors for synopses (description and brief justification; no need to cost out the requests) of what departments might be thinking about regarding

these requests. Faculty Council will review and make some preliminary decisions about whether the requests are feasible or if they could be funded in a different way. A list of triaged projects would then go to Dr. Bettega for pricing out. Faculty Council would then have a sense of what is possible and be able to prioritize on the basis of cost, scope, and overall merit. Faculty Council can work with Carl Vance and Robert Nayer on phasing options and other options. This will enable the Faculty Council to work more efficiently. By mid-October, the process should be completed to be put into a draft budget for the College for the following year.

Professor Heath asked what sort of mechanisms are in place to have the Faculty Council look, at the front end, at what is left over from the last budget cycle for projects that were in the process of being phased in before looking at the next set of requests.

Dean de Paula responded that there is a possibility of a budget surplus this year because of the large class providing more revenue, but that won't be known until October. The first thing being considered is to fund some projects that could not be funded last year. The departments will be asked if those projects are still needed.

Professor Heath then asked at what point in this structure there is coordination of capital requests among the three schools as well as coordination of efforts to do financial planning. Dean de Paula responded that in January, representatives from each of the three schools, facilities, and finance meet to discuss all of the projects that have been prioritized. That group decides which projects move forward in light of the whole budget. Each school is given a number to work with for capital projects, and a discussion is held regarding the common services portion of the budget. Usually, the finance division representatives come to the meeting with a good model for the budget.

Dean de Paula will be sending out these requests for information and justification very soon; he hopes to complete the prioritization process by the end of October.

Dean de Paula asked the Faculty Council to come up with a list of topics for the year's agenda and to prioritize them electronically. This should be done before the next meeting.

### Student Travel Policy

Dean de Paula distributed an example of what the Mathematical and Natural Sciences (MNS) Division has been doing to fund student travel. He would like the Faculty Council to discuss ways in which it can come up with a College-wide student travel policy. These funds should supplement SAAB funds. Faculty Council representatives should work with Associate Dean Hunter to catalog the demand. The question is, are we ready and willing to sacrifice elsewhere to make this happen?

Dean de Paula noted a portion of indirect costs recovery from grants to the MNS Division comes to the Office of the Dean's budget, and a portion remains in Mathematical and

Natural Sciences. One possibility for Faculty Council to fund a similar program for the other two divisions is to use the Dean's portion of the indirect costs. Other possibilities for use of these funds: further expansion of summer research in the Arts and Humanities and in Social Sciences or enhancement of the faculty research grants. These are all competing efforts and initiatives all requiring a fair amount of resources.

Regarding process, it was confirmed that Faculty Council representatives will be the conveners of divisional faculty meetings without Dean de Paula needing to be present.

### Faculty Travel and Research Requests

Associate Dean Hunter noted that she is proceeding according to the old rules on approval of these requests and that it might be wise to proceed according to those rules for this year. She will send an email to faculty that they have until October 1 to get information regarding upcoming plans to her.

### Review of Visiting Faculty

Dean de Paula would like Faculty Council to come up with a set of procedures for reviewing visiting faculty, especially for those who are on multiple-year contracts or those on a one-year contract who might want to return. He has heard this request from department chairs.

Professor Heath added that she would like to have a companion discussion of forms of mentoring and support for visiting faculty. Associate Dean Hunter noted that lecturers have not been adequately planned for – the College is not doing a particularly good job with short-term and longer-term, non-tenure-track faculty about teaching and review.

Also needed are procedures for reviewing symposia in the same way as programs are reviewed. Professor Heath agreed that this is a good agenda item for the ILC to take a first pass at. Professor Dodds added that one thing to consider is whether students get academic credit for their work in planning symposia.

### Grade Submission Deadline

Should the deadline be later for the fall semester? There are issues involving academic standing that surround grade deadlines. Dean de Paula asked the Faculty Council to read the distributed information and decide whether to move it up on the priority list.

## Course Buy-Outs With Research Grants

Dean de Paula doesn't believe there is a policy regarding this issue. If a faculty member received a research grant, can that person negotiate a course release with the Dean to do research? If we are going to allow this to happen, we need to have a set of rules that everyone knows about and is willing to work by. It is a matter of transparency.

Professor Dodds added that another issue along this same line that needs to be considered is that of junior faculty who want to extend the junior sabbatical with a prestigious grant. We need further articulation of what is possible. Dean de Paula agreed that we need to be sensitive about a balance between promoting research and not undercutting too much the contact between tenure-track faculty members and the students. Course buyouts might mean another adjunct coming in. Professor Heath noted that it might be worthwhile to look at what comparable institutions do about this.

Dean de Paula noted that another topic for Faculty Council to consider is whether the College should have an institutionalized post-doctoral program. Four post-doctoral positions per year would reduce our reliance on adjuncts, training the next generation of researchers, scholars, and teachers. This could be part of the College's academic mission and also provide research support to the faculty.

Professor Bekar noted that this is a subset of the bigger issue of course release. In years gone by, course releases were given on an *ad hoc* basis. Award of course release was then restricted, but we are slipping back to an *ad hoc* basis again. We need transparency and a consistent policy.

Dean de Paula proposed that Faculty Council discuss on email how to prioritize items on discussion list.

Meeting adjourned.

Next meeting: Thursday, September 21, 10:30 a.m.