

Faculty Council
Meeting Minutes
February 1, 2007

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

Announcements

- Faculty members are asked to encourage students to attend the Multicultural Symposium, particularly the Friday evening event.
- Dean de Paula announced that he would like the Faculty Council to be the planning body for the fall retreat. This will be an on-going agenda item.

Agenda Items

1. The minutes of January 18, 2007, were approved.
2. Associate Dean Hunter distributed a draft of review policies for visitors and adjuncts. This follows the review policy for lecturers as outlined in the Faculty Handbook. It starts with the key principle that the College should be looking at all teaching, and the policy follows from there. Comments and suggestions:
 - a. Should there be a time limit on completing the reviews? The person being reviewed would have two weeks after receiving completed teaching evaluations to submit a file. The chair would then have two weeks to complete the review.
 - b. Could Faculty Council consider building into the process some mandatory interactions? Perhaps class visits?
 - c. Build in a face-to-face meeting to encourage a mentoring process. It is currently very uneven among departments.
 - d. Perhaps there should be a handbook for chairs that includes all of this information – pointers on how to develop faculty, search procedures, etc. This could be included on the Associate Dean's webpage. Dr. Hunter will create a draft and asked for input from Faculty Council members.
 - e. There should be a "check-in" meeting with adjunct faculty who are continuing and a "wrap-up" meeting with those leaving the College.
 - f. Edits:
 - i. First sentence should read: "All teaching at Lewis & Clark is subject to review."
 - ii. Delete final two sentences.

- iii. Under Procedure, first sentence should read: “The faculty member prepares a file consisting of all course evaluations for the review period, a c.v., course syllabi, and a brief cover letter.”
- iv. Final paragraph, first sentence: Change “with the exception of” to omitting”.

Dr. Hunter will make the revisions and send another draft to Faculty Council via email for review. Once approved, the policy will be sent to department chairs and program directors for feedback to divisional representatives.

- 3. Dean de Paula reported that the Diversity Statement went out via email on February 1 and that it is a good basis for the Diversity Committee to build upon. He requested feedback from Faculty Council members.

Next meeting: Thursday, February 15, 2007, 3:30 p.m.