Academic Council Meeting
Monday, November 4, 2013
3:30 – 5:00
CNS 200

MINUTES OF MEETING

Present: Professors Joe Dennin, David Downie, Bob Epstein, Shannon Harding, Chris Huntley, 
Ginny Kelly, Alison Kris, Irene Mulvey (Executive Secretary), Martin Nguyen, Elizabeth 
Petrino, Shawn Rafalski (Chair), Susan Rakowitz (Secretary of the General Faculty), L. Kraig 
Steffen, Wendy Kohli, John Thiel, Don Greenberg

Student Representative: Timothy Manning

Administrators: Deans Lynn Babington, Bruce Berdanier, Faith-Ann Dohm, Robbin Crabtree; 
SVPAA Paul Fitzgerald, SJ

Regrets: Professor Nikki Lee-Wingate, James He; Dean Don Gibson

Chair Rafalski called the meeting to order at 3:32 PM.

1. Presidential Courtesy.

SVPAA Fitzgerald reported that Patricia Calderwood would be stepping down as director of the 
Center of Academic Excellence. He said that Prof. Calderwood did a terrific job in her year and 
a half in the position, but that he and Prof. Calderwood had different priorities, and that it was his 
responsibility as head of the Academic division to find new leadership. Former director Larry 
Miners will be returning to the position for the Spring semester of 2014 while a new director is 
found; this will also be Prof. Miners’s last semester before his retirement.

2. Report from the Secretary of the General Faculty.

Prof. Rakowitz reported that she is in contact with the President about arranging meetings 
between the finalists for the Provost/SVPAA position and members of the faculty. Following 
protocols established in previous searches, she expected there to be meetings with the faculty 
members of the Academic Council and with the chairs of the Handbook committees.

3. Report from the Executive Secretary.

   a. Approval of minutes of AC meeting on Oct. 7, 2013

      MOTION to approve (Dennin/Kelly).
      MOTION PASSED 13-0-3.

   b. Correspondence

Chair Rafalski said that, given the nature of some of the correspondence distributed before the 
meeting, he would welcome a motion to go into executive session.

      MOTION to go into executive session (Thiel/Steffen).
MOTION PASSED 13-0-3.

The Academic Council went into executive session.

MOTION to emerge from executive session (Greenberg/Kris).
MOTION PASSED 12-0-3.

c. Oral reports

There were no oral reports.

4. Council Subcommittee Reports.

Prof. Mulvey reported on the following subcommittees:

- Subcommittee on academic freedom language in governing documents: Prof. Mulvey has asked Prof. Preli for an update.
- Subcommittee to consider IDEA forms for administrators: Prof. Mulvey has asked Prof. Abbott for an update.
- Subcommittee on grievance procedures: The subcommittee has just been formed, and will consist of Prof. Jocelyn Boryczka and Prof. Mulvey.
- Subcommittee on maternity leave policy: The subcommittee has been formed, and will consist of Profs. Ryan Drake, Patricia Behre, and Dina Franceschi, with SVPAA Fitzgerald.
- Subcommittee on hiring procedures: The subcommittee, consisting of Profs. Matt Coleman and Paul Lakeland, is at work.
- Subcommittee on time codes: Profs. Rafalski and Huntley and Dean Crabtree have agreed to serve; one additional member is being sought.
- Subcommittee on non-tenure-track faculty: The Executive Committee is seeking broad input for the staffing of this committee, and has posted calls for volunteers in many venues, including University Announcements. Much interest has been expressed by members of the non-tenure-track faculty.

Prof. Steffen asked about the charge of the subcommittee on hiring procedures. SVPAA Fitzgerald explained that revised procedures were distributed last year, and that the Academic Council voted to create a subcommittee to review them. Prof. Mulvey noted that the revised procedures are included in the 12/3/12 Academic Council packet.

Finally, Prof. Mulvey reported that the Educational Technology Committee had been charged with investigating the situation surrounding the university’s suspension of the Mentor course management system and was to report at this meeting. They are hard at work, have asked for more time and plan to report next month.

5. Petitions for immediate hearing

None.

6. Old Business

None.
7. New Business

a. Recommendations from the Committee on University College

Prof. Ryan Munden entered the meeting to speak as former Chair of the Committee on University College. Referring to p. 8 of the agenda packet, Prof. Munden noted three motions passed by of the Committee on University College, including the recommendation to Academic Council for a Handbook amendment dissolving the CUC. Also passed was a resolution to not recommend the establishment of a Center for Continuing Education at this time.

Dean Crabtree, an ex officio member of the moribund CUC, noted that other institutions with similar institutional structures and offerings were researched, and that these recommendations on a Strategic Vision for Online Education were forwarded to the Executive Vice President and the SVPAA. Dean Crabtree and Prof. Munden emphasized that the CUC thought that the university should consider the functions previously performed by University College in this regard and should develop a comprehensive vision for continuing education and for on-line education.

Prof. Dennin asked if, given the notes of its final meetings, the CUC was recommending the establishment of a Center for Continuing Education. Prof. Munden and Dean Crabtree said the Committee on University College had felt that if the university’s strategic vision merited it, such a center should be formed.

**MOTION:** that the Committee on University College be dissolved (Rakowitz/Downie).

**MOTION PASSED:** 16-0-0.

**MOTION:** given the vote to dissolve the Committee on University College, that the Committee on Committees bring to the Academic Council language for the Handbook and the Journal of Record to implement the dissolution (Mulvey/Greenberg).

Prof. Rakowitz said that she had already asked all committees with representation from University College to address the change. As for the Journal of Record, there is much in it that is out of date already; Prof. Rakowitz said that she was not sure what specific Journal of Record issues need to be addressed before effecting a change to the Handbook.

Prof. Mulvey said that someone needs to make sure that the language in the Journal of Record regarding University College and the Committee on University College is “tidied up.” She suggested that the Committee on Committees would be the proper body to take this up.

Dean Crabtree noted that if there were questions about when to bring the motion on the Handbook amendment to the General Faculty, it could be held off until all other pieces were in order and also ready to be presented to the faculty. SVPAA Fitzgerald commented that there would be several stages involved in amending the Handbook, and that it might be simplest to bring the changes to the General Faculty all at once.

Prof. Mulvey said that any amendment to the Handbook must come from the Academic Council; once all Handbook language is reviewed and verified, then the amendment can go to the General
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Faculty. But she said that she supports the motion so that the Journal of Record language, which is also important, is not overlooked in the process.

**MOTION PASSED 16-0-0.**

Prof. Mulvey suggested that the Academic Council need not take any action regarding the Committee on University College’s motion regarding a Center for Continuing Education. She said that the Council might wish to address the CUC motion on the Strategic Vision for Online Education. SVPAA Fitzgerald suggested that the ideal body to take up that suggestion from CUC would be the Educational Planning Committee.

Dean Babington remarked that the CUC motion calls on the university to develop a strategic vision, but she did not think that a faculty committee was necessarily the ideal group to do this. Prof. Dennin said that some body needs to consider goals and vision for online education, as well as other, related issues. He recalled times when there were University College programs that were well-enrolled and revenue-generating, and he suggested that the university needs to take an entrepreneurial approach and have a clear vision with regards to such options. Prof. Kohli reaffirmed that the Educational Planning Committee is charged with looking at academic planning. Prof. Mulvey said that she thought it would be premature for the Academic Council to act on this at this moment. Dean Crabtree agreed, and added that one of the rationales for the Provost/SVPAA position was to spearhead new academic initiatives, and that items like this would certainly be on the agenda of the new hire. Prof. Downie commented that some faculty recognize that the university’s continuing financial security will depend on offering a mixture of on-line courses to large groups and face-to-face courses for smaller groups.

b. Committee on Conference with the Board of Trustees

- Report from October meeting

Profs. Mulvey and Kohli, speaking as representatives of the Committee on Conference, said that they had a good meeting with members of the Board of Trustees in October, and that they also have much material to bring to their meeting in December. The October meeting was collegial, and the Committee on Conference feels that they are moving forward in a professional and resolute manner. They did not have as much time as they would have liked with the trustees; the Chair of the Academic Affairs subcommittee of the Board of Trustees began by asking the Committee on Conference to explain its purpose—possibly for the benefit of the newer trustees. Prof. Mulvey said that Prof. Phil Lane, Chair of Committee on Conference, had prepared a packet, including documents and articles recommended at the last Academic Council meeting, and that Prof. Lane did an excellent job of presenting this material.

- Guidance in preparation for December meeting

The members of Academic Council offered no specific comments. Profs. Mulvey and Kohli said that the committee had a meeting scheduled shortly with SVPAA Fitzgerald and should have more to say about the December Board meeting at the December AC meeting.

c. Faculty Salary Committee to review Journal of Record language re: standard versus further merit
Prof. Mulvey, speaking as Chair of the Salary Committee, called the Council’s attention to p. 19 of the packet. She pointed out that the formula for “further merit” was contingent on the overall increase in salary exceeding the Cost of Living index for that year. She noted that over a number of years, however, salary increases have fallen well behind the Cost of Living. She reported that the Salary Committee members therefore believe that there might be a need to revisit the Journal of Record language, to reassert that the formula makes sense only if there were adjustments for lost ground in relation the Cost of Living. This view was reported to the General Faculty last May, and she wished now to report it to the Academic Council for its input.

Prof. Kohli asked when this matter would be taken up by the Salary Committee. Prof. Mulvey said that it will be coming up this year in the collegial discussions with the administrative representatives. Prof. Huntley asked if we could simply set benchmarks for salary in relation to cost of living. Prof. Mulvey heartily endorsed this idea and said that she would follow up with Prof. Huntley to discuss devising just such benchmarks.

**MOTION to adjourn** (Dennin/Kraig) **approved** unanimously by a show of feet.

Respectfully submitted,

Bob Epstein