12 May 2010

2009-2010 Report of the Committee on Committees and Agenda

Betsey Dyer (Chair), Deyonne Bryant, and Rolf Nelson

The Committee on Committees (COCA) implemented electronic voting using “SurveyMonkey.” Voter turnout for all elections was outstanding; at least 90 and typically over 100 people voted out of a possible 150 on the voting list. At first we used the free version of SurveyMonkey but soon discovered that it would not yield results if there were over 100 voters. In response, the provost’s office funded a subscription ($20.00/month) to SurveyMonkey so that we could analyze votes exceeding 100; the subscription version also has analytics to protect against multiple voting. Rolf Nelson was our survey guru, constructing each of our ballots.

The committee provided extensive information to the voting community at the beginning of voting season as to how ballots for various committees are constructed. We believe that this extra “transparency” encouraged more interest than usual among colleagues hoping to become nominees. We discovered that online voting happens quickly with substantial voting done within an hour of posting the ballot. In order to provide time for colleagues to discuss ballots, we decided to announce a pending ballot on the listserv but then not post the ballot for 1-2 days. This seemed to provide enough time for contemplating and discussing.

The committee helped to set the agenda for faculty meetings. Our general principle was to focus on items concerning legislation and substantive discussions brought forth by various faculty committees. There was a request from some colleagues to consider the venue of faculty meeting. An online ballot was sent out to determine whether to hold meetings in the Holman room or in Hindle auditorium. The latter received more votes and so we switched to Hindle.

The chair of the committee began discussions by which Committee on Committee information might become more accessible and presented in greater detail at the provost’s website. This will continue as a project for next year.

Rolf Nelson undertook the creation of a comprehensive database for committee membership on campus, including information about such factors as past committee membership, sabbatical status, tenure status, and so forth. It is the hope that this database can be kept updated for more informed decisions.

Throughout the year were several discussions and decisions concerning replacements on committees from the reserve list and the membership of the many Educational Policy sub committees. Time limits on terms for Educational Policy sub committees still remain to be worked out completely. Some progress on this was made and more will be discussed next year.
The chair initiated some conversations with the Advising Center concerning faculty appointments to various administrative committees by which student awards and grants are made. The plan for next year is to try to regularize a procedure through COCA that considers aspects of workload such as other committee work and tenure status for these appointments. A similar model may be appropriate for faculty chosen by the Dean of Students' Office for the college Hearing Board.

Below is a list of members of standing committees as of next academic year 2010-11 and a list of Educational Policy Sub committee memberships with a first draft of term limits for the sub committees.

### 2010-2011 Faculty Committee Memberships (as of May 2010)

(This is not formatted to fit onto one sheet; it has more useful information than the one sheet format; in another file could be a version that is formatted to one sheet)

**Committees are in order of elections:**

**Committees with full Nominating Ballots:**

**Tenure**

*Four tenured teaching faculty members, three to serve staggered three-year terms and one to serve a two-year term. The three members serving three-year terms will normally be elected from each of the academic divisions (i.e., sciences and mathematics; social sciences; humanities). The member serving a two-year term will normally be elected from either of the academic divisions other than the one from which a member is to be elected to a three-year term beginning at the same time. Newly tenured faculty members are not eligible for service on the committee until after their first sabbatical leave.*

President
Provost
Gail Sahar (2011) (Laura Muller standing in for one case)
Stephen Mathis (2012)
Bill Goldbloom-Bloch (2013)
Nancy Evans (2 year term) (2012)

**Planning and Priorities (a college administrative affairs committee)**

*Three tenured and two non-tenured members of the teaching faculty, in addition to four staff members, three students, and two college officers (Provost and Vice President for Finance and Operations). The three tenured members, representing the three academic divisions, will serve staggered three-year terms. The non-tenured members are elected at large, in or beyond their third year, representing different divisions, and will serve two-year terms. Untenured faculty members who receive tenure while serving shall nevertheless serve out the remainder of their terms in their untenured slots. The Committee will be co-chaired by a tenured faculty member and a member of the staff.*
Provost
VP for Finance and Operations
Three non-voting students
Five Staff Members
   John M Sullivan
   Alex Vasquez
   Sue Morgado
   Joe LaCascio
   Pat Santilli

Jonathan Walsh (2013)
John Kricher (2012)
John Miller (2012)
Meg Kirkpatrick (2012)
Debi Cato (2011)

Provost’s Advisory Committee
Four tenured faculty, at least one from each academic division, and two untenured faculty, representing two different divisions. Three of the four tenured faculty serve staggered 3-year terms and one serves a 2-year term. The three tenured members serving three-year terms will be elected from each of the academic divisions; the tenured faculty member serving a two-year term will be elected from either of the academic divisions other than the one from which a member is to be elected to a three-year term beginning at the same time. The two untenured faculty serve two-year terms. If an untenured faculty member receives tenure during her/his term on the Committee, s/he remains on the Committee in the untenured slot.

Kersti Yllo (2011)
Nancy Kendrick (2011)
Gabriela Torres (2011) (will need replacement Spring 2011)
Geoffrey Collins (2012)
James Mulholland (2012)
Matthew Allen (2013)
(Is one of these tenured in a 2 year term?)

Budget Advisory Committee (a college administrative affairs committee)
The Budget Advisory Committee shall include four teaching faculty members, one from each academic division and at least two tenured. They will serve staggered three-year terms.

President
Provost
VP Finance and Operations (chair)
Mike Kahn (2013)
Lisa Lebduska (2013)
Anni Baker (2013)
Randy Hicks (2012)
The Committee on Committees and Agenda;

*Three members of the faculty, at least two of whom are on tenure. One member will normally be elected from each of the academic divisions (i.e., sciences and mathematics; social sciences; humanities).*

*NOTE:* Although it is not stated in faculty legislation I am assured by Shelley Leibowitz that the intent is for everyone to have three year terms whether tenured or not. Betsey Dyer

Rolf Nelson (2012) (Deyonne Bryant will stand in from reserves in Fall 2010, if needed)  
Betsey Dyer (2011)  
Gen Liang (2013)

Committees with ballots of nominees by COCA:

The Advisory Committee

*Three tenured and two non-tenured members of the teaching faculty. The three tenured members, representing the three academic divisions, will serve staggered three-year terms. The two non-tenured members, each representing a different division, will serve two-year terms. An untenured faculty member who receives tenure while serving on the Committee shall nevertheless serve out his or her term in the untenured slot.*

Claudia Fieo (2013)  
Michael Gousie (2013)  
Serene Khader (2012)  
Alireza Shomali (2012)  
John Bezis-Selfa (from reserves for Fall 2010 for V. Bartolini)  
Vicki Bartolini (2011)

The Committee on Educational Policy

*The President, the Provost, three tenured and two non-tenured members of the teaching faculty, and two representatives of the Educational Council of the Student Government chosen for the year. The three tenured members, representing the three academic divisions, will serve staggered three-year terms. The two non-tenured members, each representing a different division, will serve two-year terms. A non-tenured faculty member who receives tenure while serving on the Committee shall nevertheless serve out his or her term in the non-tenured slot.*

President  
Provost  
Two students  
Kathy Morgan (2011)  
Barbara Darling-Smith (2011)  
Tommy Ratliff (2012)  
Jenna Lukasik (2012)  
Hector Medina (2013)
The Appeals and Hearing Committee
Three tenured members of the faculty, none of whom shall currently be, or during the previous year have been, an administrative officer, a member of the Committee on Tenure, a member of the Committee on Faculty Scholarship and Promotions, or a member of the Advisory Committee. One member shall normally be chosen from each of the three academic divisions established by the Committee on Committees and Agenda (i.e. sciences and mathematics; social sciences; humanities), and, at all times, at least one woman and at least one man shall be members.

Mary Lee Griffin (2011) (will need replacing Spring 2011)
Tim Barker (2012)
Jonathan Brumberg-Kraus (2013)

The Committee on Academic Standing:
The Committee on Academic Standing shall consist of the Dean of Academic Advising and Co-Curricular Learning, an Associate Dean of Studies, the Dean of Students, the Registrar, three members of the teaching faculty, and two students (non-voting) selected from nominations submitted by the Educational Council. The Committee shall be chaired by a dean from the Academic Advising Center. NOTE: This too appears to be a committee in which everyone regardless of tenure status serves three years. See note on COCA, above. Also there is no stipulation concerning either divisions or tenure status. BDD Note too that we may want to either legislate or practice a policy of making sure that there is someone with deep institutional memory on the committee. BDD after informal discussions with some faculty.

Dean of Academic Advising and Co-Curricular Learning
Associate Dean of Studies
Dean of Students
Registrar
Two students (non-voting)
Alberto Bianchi (2011)
Rachelle DeCoste (2011)
Clinton O’Dell (2012)

The Committee on Faculty Scholarship and Promotions:
The Committee on Faculty Scholarship and Promotions shall consist of three teaching members of the faculty holding the rank of full professor.

a. On matters dealing with faculty scholarship they shall be joined by the Provost (or the Associate Provost as her/his designee).

b. On matters relating to promotions, they shall be joined by the Provost and the President of the College. Any member of the Committee who is a teaching member of the department of the candidate being considered for promotion, who is a member of the candidate's immediate family, or who is disqualified from serving for any other reason shall be replaced by a qualified person selected by the Committee on Committees and Agenda from the Faculty Scholarship and Promotions Committee Reserve Members Group.

President (for Promotions)
The Committee on Faculty Workload and Economic Status.

The Committee on Faculty Workload and Economic Status shall consist of four teaching faculty members elected by the faculty, normally representing each of the three academic divisions of the College. NOTE: This too appears to be a committee in which everyone regardless of tenure status serves three years. See note on COCA, above. BDD

Brenda Wyss (2013)
Kirk Anderson (2011) (Ed Gallagher standing in for Fall 2010)
Donna Kerner (2011)
Tom Armstrong (2012) (will need replacement Spring ’11 and Fall ’11)

Appointed Committees:

Committee on Library Technology and Learning

The Committee on Library, Technology, and Learning shall be composed of three members of the teaching faculty, the Director of Technology for Research and Instruction, and the Associate Librarian for research and Instruction. The faculty members shall be appointed by the Committee on Committees and Agenda so that each of the three academic divisions is represented and at least one faculty member is untenured.

Director of Technology and Research Instruction
Associate Librarian for Research and Instruction
Domingo Ledzema (2011)
Xuesheng Chen (2012)
Scott Gelber (2013)

Sub Committees of Educational Policy as of 2009-2010:

A DRAFT

Staggered term limits for some subcommittees are arbitrarily penciled in. Note that there are several comments and queries that might be take up next year by Educational Policy and the Committee on Committees.
<table>
<thead>
<tr>
<th>FYS</th>
<th>Mark LeBlanc</th>
<th>Josh Stenger</th>
<th>Jonathan B-K</th>
<th>Anni Baker</th>
<th>Shari Morris</th>
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<tr>
<td>Elected from those teaching FYS (are four members sufficient?)</td>
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<td>How to do term limits?</td>
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<td>Anni Baker</td>
<td>Shari Morris</td>
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<td>Evaluation</td>
<td>Jani Benoit</td>
<td>MaryBeth Tierney-Tello</td>
<td>TBD</td>
<td>Pat Santilli, Audrey Adams, Assoc Provost (Elita PL)</td>
<td>Claire Buck (EdPol) Student TBD</td>
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<td>Evaluation</td>
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<td>Experiential Learning</td>
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<td>On hold for Fall 2009</td>
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<td>Writing</td>
<td>Randy Hicks</td>
<td>John Partridge</td>
<td>Gary Huiskamp</td>
<td>Lisa Lebduska as an administrator of writing initiatives</td>
<td>Susan Dearing</td>
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<td>Writing</td>
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<td>Global Advisory</td>
<td>Matt Evans</td>
<td>Kirk Anderson or Hector Medina?</td>
<td>Bruce Owens</td>
<td>Alfredo Varela</td>
<td>Matthew Allen</td>
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<td>Should this be an elected committee?</td>
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<td>EPL as assoc provost</td>
<td>Student, Darlene Boroviak (EdPol)</td>
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**Discuss further in EdPol?**

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<thead>
<tr>
<th>UNDERGRAD RESEARCH and MIDNIGHT OIL editors</th>
<th>Thandi Buthelezi</th>
<th>Montse Perez-Toribio</th>
<th>Kathryn Tomas</th>
<th>Zeph Stickney</th>
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<td>3 year</td>
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Do we need slots for languages, Anthro, IntRel? What is their charge?

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<tr>
<th>CONNECTIONS</th>
<th>Jason Goodman</th>
<th>Claire Buck</th>
<th>Gabriela Torres</th>
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<td>3 year</td>
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What is their charge? Do we need so many members?

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<tr>
<th>CURRICULUM SUPPORT</th>
<th>Debi Cato</th>
<th>Ann Sears</th>
<th>Vicki Bartolini</th>
<th>Scott Hamlin</th>
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<td>2 year</td>
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Provost Office Rep (Evie S) What is their charge? Can any other subcommittee work be included?