2010-11 Report of the Committee on Committees and Agenda

Betsey Dyer (Chair), Rolf Nelson (de facto co-Chair and Chair for 2011-12), and Yuen-Gen Liang

Elections by SurveyMonkey:
The committee continued with its use of Survey Monkey for all elections to committees. Voter turnout regularly exceeded one hundred, of a list of about 150 voters, including ten administrative officers. This high turnout necessitated the Provost’s office paying $200 for a full subscription to Survey Monkey because the free version does not allow for more than one hundred voters. The efficiency of Survey Monkey was such that all major elections were done by Spring break, which is a new record for COCA. One past COCA chair expressed amazement.

Rolf Nelson set up all of the ballots, often using a spreadsheet he compiled with various parameters. Typically the committee allowed a few days to elapse for discussion between announcing the candidates and running the election. Most voters cast ballots within 24 hours. (In fact most elections could be called—but weren’t—within an hour; voters were given 72 hours to cast their votes.) The committee experimented with a mega-ballot for the final set of elections for which COCA does the nominations. Developing the mega ballot was done in the only official face-to-face meeting of COCA. (All other work was conducted by email.) The mega-ballot was a success and should be tried again. Next year’s committee might experiment with determining how much time is needed for pre-ballot discussion and how much time is needed for voting and make adjustments, probably downward. In theory, elections could be done many weeks before spring break!

Other Committee Appointments:
The committee made appointments from the reserve lists for colleagues on leaves and assisted Educational Policy in filling positions on their subcommittees. Educational Policy subcommittees are still in need of some regular policy concerning term limits, a project for next year perhaps. The committee was vigilant (and should continue to be so next year) for opportunities to assist administrators as they formed ad hoc committees, search committees, proposal reading groups, and other such groups with faculty involvement. COCA wishes to distribute the workloads of community service as fairly and evenly as possible.

More on the topic of Procedures:
Now and then the committee received inquiries concerning procedures, policies, and practices. In response to one such inquiry, COCA generated the following reply, which others may find of interest too. So in the spirit of transparency here is perhaps more information than you might expect:

140 voting members of the faculty are eligible in theory for committees
**However**, in any given academic year:

1. About 50 currently are on committees (However, in any given year 15 are coming off committees; COCA often works put them right back on to a different committee.)

2. About 10 are ineligible due to pending retirements or temporary appointments in the administration or by being on reserve for the particular committee

3. About 30 are on leaves (sabbaticals, endowed chairs, overseas appointments such as Bhutan, etc.)

4. About 5 have it as a regular policy not to serve.

5. Several are advised by their mentors to not serve because they need to devote more time to scholarship.

6. Five or so are regularly asked to do other special community service such as Posse advising.

7. Finally, since new hires have been few, but promotions have continued apace, we have a rather small pool of untenued faculty. This includes instructors but for major committees, instructors tend not to get many votes as they sometimes are not known outside their departments.

And so that leaves COCA with approximately 55 eligible faculty from which we must balance based on gender, tenure status, and division in our ballots. Typically we are electing 15-20 new members per year. Therefore much of the work of COCA is to use a truncated pool to prepare ballots and run elections as fairly and evenly as possible.

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**Faculty Meeting:**

The committee helped to set all agenda for faculty meetings and used the following as guidelines for the order and timing of items:

1. Approval of minutes
2. Remarks of President and Provost (15 minutes each). All extra speakers within those remarks should be listed with their topics on the agenda. If discussion is likely to ensue, COCA sometimes suggested separate agenda items for discussion later in the meeting rather than putting those discussions ahead of legislation.
3. Legislation to be discussed and voted upon.
4. Substantive discussions.
5. Announcements. (And all who wished to make announcements were reminded that it might be more efficient to use the faculty listserv.)

The committee canceled a faculty meeting (after consulting with the president and provost) because it would have been comprised entirely of announcements.

**Transparency:**
The on-going theme and slogan of COCA is “transparency”. To that end, and with the help of Joel Relihan, nearly all COCA documents may be found at the Provost’s website under the heading of Committee on Committees; these include the current committee lists and charges, reserve lists, and a short form of a COCA To Do list. Please look now for next year’s committee memberships at the end of this document; check for your name and please let COCA know immediately if we have made an error either by placing you on a committee or removing you prematurely!

**Faculty Governance:**
In late spring, the committee assisted with aspects of a discussion on faculty governance especially as it pertains to activities of the Advisory Committee, and the Budget Advisory Committee. All present and past members of Advisory and BAC were asked for opinions on the usefulness and typical operations of those committees and the results were compiled anonymously and used by COCA in a discussion with the President and Provost. Some action items that came out of that meeting included:

1. A decision by the president to begin in September, meeting with Advisory at least once a month so as to keep communications flowing routinely on diverse topics including financial issues.
2. A decision by the president that he would occasionally invite as his guests the Provost and the V.P. of Finance to attend meetings of the Advisory Committee.
3. A request by the president and provost to have a discussion in faculty meeting (as soon as can be managed in fall 2011) on the roles of Advisory and of Budget Advisory. Among other things, COCA is suggesting that everyone read the charges to Advisory in faculty legislation. They are printed here:

   “The duties of the members of the Advisory Committee shall include the following:
   a. initiating discussion within the Committee and with the faculty, the President and other administrative officers, the Board of Trustees, and student groups on any matters pertaining to the welfare of the College;
   b. considering suggestions from members of the faculty, the President and other administrative officers, the Board of Trustees, and student groups concerning changes in College policy or practice; and
   c. representing the faculty in consulting with and making recommendations to the President and other administrative officers, the Board of Trustees, and student groups on matters pertaining to the welfare of the College.
   d. acting, in effect, as a grand jury in cases involving certain faculty grievances and in cases involving the fitness of a faculty. In consultation with the Chair of the Advisory Committee, untenured Committee members will have the option of recusing themselves from such matters;
   e. joining the Educational Policy Committee to create the Joint Committee whose charge is to consider the financial exigencies of the institution, should the need arise. “

2011-2012 Faculty Committee Memberships
Committee on Tenure:
President
Stephen Mathis (2012)
Provost
Bill Goldbloom-Bloch (2013)
Nancy Evans (2 year term) (2012)
Darlene Boroviak (2014)

Planning and Priorities Committee
(a college administrative affairs committee):
Provost
Bill Goldbloom
Vice-President for Finance and Operations
Three non-voting students
Five Staff Members: John M. Sullivan
Scott Dietz
Sue Morgado
Joe LaCascio
Pat Santilli
Jonathan Walsh (2013)
John Kricher (2012)
John Miller (2012)
Meg Kirkpatrick (2012)
Touba Fleming (2013)

Provost's Advisory Committee:
Geoffrey Collins (2012)
James Mulholland (2012)
Matthew Allen (2013)* *(replaced by Bev Clark in Fall 2011)
Kim Miller (2014)
Dana Polanichka (2013)
John Gildea (2 year term) (2013)

Budget Advisory Committee
(a college administrative affairs committee):
President
Provost
Vice President for Finance and Operations, Chair
Mike Kahn (2013)
Lisa Lebduska (2012)
Anni Baker (2013)* *(replaced by Peony Fhagen-Smith for Fall 2011)
Randy Hicks (2012)
Plus three staff representatives
Three students
Three Support Staff
(For full membership contact the Finance and Operations Office.)

Committee on Committees and Agenda:
Rolf Nelson (2012)*
Gen Liang (2013)
Chris Kalberg (2014)

Advisory Committee:
Claudia Fieo (2013)
Michael Gousie (2013)
Serene Khader (2012)
Alireza Shomali (2012)
John Grady (2014)

Committee on Educational Policy:
President
Provost
Two students
Tommy Ratliff (2012)
Jenna Lukasik (2012)
Hector Medina (2013)
Thandi Buthelezi (2013)
Javier Trevino (2014)

Appeals and Hearing Committee:
Tim Barker (2012)
Jonathan Brumberg-Kraus (2013)
Donna Kerner (2014)

Committee on Academic Standing:
Dean of Academic Advising and Co-Curricular Learning
Associate Dean of Studies
Dean of Students
Registrar
Two students (non-voting)
Clinton O’Dell (2012)
Tommasina Gabriele (2014)
Shelly Leibowitz (2014)

Committee on Faculty Scholarship & Promotion:
President (for Promotions)
Provost (for Promotions)
Provost or Associate Provost (Faculty Scholarship)
Mary-Beth Tierney-Tello (2013)
David Wulff (2012)
Mark LeBlanc (2014)

Committee on Faculty Workload & Econ Status:
Brenda Wyss (2013)
Matt Evans (2013)
Deyonne Bryant (2014)
Jani Benoit (2014)

Committee on Library, Technology & Learning:
Director of Technology for Research and Instruction
Associate Librarian for Research and Instruction
Scott Gelber (2013) *(for Fall 2011 Kathryn Tomasek)
Montserrat Perez (2013)
Jason Goodman (2014)