# Senate Steering Committee Meeting
## Meeting Minutes
### September 2, 2004
### 3:00pm
### 226 Tigert Hall

**Attendees:**

Tony Brennan, Past-Chair
David Colburn, Provost
Bob Cousins
Jim Cusick
Joan Frosch
Gene Hemp
Mike Katovich
Saeed Khan
Pradeep Kumar
Rick Ragan, Secretary
Pierre Ramond, Chair
Kim Tanzer, Chair-Elect
Barbara Wingo, Parliamentarian

**Guests:**

Ed Poppell
Fred Cantrell

Scott Nygren
Jim Klausner
Jack Mecholsky

Council Academic Planning, Budgeting & Resource Allocation
Frank Bova
Tom Hollinger
Jim Pettigrew
Naomi Young

**Absent:**

Kim Emery
Bernie Machen, President

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| ▪ Approval of July 27 2004 Minutes | Pierre Ramond |
| ▪ Update on Tasks for Standing Committees & Other Committees | Pierre Ramond |
| ▪ Dean Evaluation Procedures | David Colburn |
| ▪ Budget Process Presentation | David Colburn |
| ▪ Update on PeopleSoft | Fred Cantrell |
| ▪ Return for Action – Interdisciplinary PhD Fact Finding Committee | Scott Nygren |
| ▪ Update on Ad Hoc Joint Committee on Tenure | James Klausner |
| ▪ Report on New Senators Orientation & Procedural Questions | Tony Brennan |
| Adjourn | |

| APPROVAL OF JULY 27, 2004 MINUTES | PIERRE RAMOND, CHAIR |
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Discussion: Pierre Ramond advised all members to utilize the website as a resource for all information, including agenda(s) and minutes.

| Action items: Minutes from July 27, 2004 meeting were approved. | Person responsible: | Deadline: |
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| UPDATE ON TASKS FOR STANDING COMMITTEES & OTHER COMMITTEES | PIERRE RAMOND, CHAIR |
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Discussion: Pierre Ramond provided an update and requested <again> that members submit their ideas on the needs and tasks of each of the Senate Standing Committees.

Pierre Ramond updated the members on the newly formed Ad Hoc Joint Committee on Sustainability, which met for the first time that morning with President Machen.

Conclusions: Pierre Ramond updated members on the status of the Faculty Ombudsman position, which had been previously discussed and agreed to be a very important issue. The Constitution Committee is the next step in the establishment of this position.

| Action items: The Constitution Committee will address the Ombudsman position at their next meeting. The Nominating and/or Elections Committee needs to draft a procedure sheet for the upcoming Senate elections. | Person responsible: | Deadline: |
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| | All Steering Committee Members | ASAP |
| | Constitution & Nominating Committees | |

| DEAN EVALUATION PROCEDURES | DAVID COLBURN, PROVOST |
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Discussion: Provost David Colburn addressed the Steering Committee on the process that is presently in place for evaluating Deans. Provost Colburn addressed the expressed concerns inquiring how members of the Faculty can be involved in the evaluation process. Many members of the Committee expressed that they had not been advised or aware of the process or when it was being completed in their College/Department. Provost Colburn clarified the process and when they took place (the middle of the third year, the middle of the eighth year, and at alternating three to five year intervals.)

| BUDGET PROCESS PRESENTATION | DAVID COLBURN, PROVOST |
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Discussion: Provost David Colburn provided an overview of the budget process. The budget process tentatively begins in the Fall and leads to individual meetings with each Dean in the Spring. Some of the factors reviewed are projected enrollment growth, programs critical to the strategic plan, hiring and the ways this has strengthened the University/Department, what plans are in place to achieve the identified goals, etc.

| UPDATE ON PEOPLESOFT | ED POPPELL & FRED CANTRELL |
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**Discussion:** Ed Poppell and Fred Cantrell provided members with a brief update and review of the new Peoplesoft implementation. In the initial phase the basic priorities were payroll and accounts receivable/payable. The toughest task in the process has been setting up security access for users and ensuring that private, confidential information (bank accounts, etc.) is not accessible to others.

The lack of training on this program was addressed. Members were informed that the initial training was done to give faculty and staff a general understanding of the program and functions. There are now specialized training workshops available and many that operate using these in-depth functions have received more thorough training.

Ed Poppell and Frank Cantrell advised that there are individuals within each department/college that have been designated as the contact person and liaison between Bridges/Peoplesoft and the members of the department/college. These individuals have training that allows them to provide others with techniques and information to complete certain functions. These individuals also have direct contact to a specific individual within Bridges to aid them when needed. SWAT teams have been created (or are being created) that will be go to physical locations to assist someone in completing a task or function. A question answer session followed.

**Conclusions:** Ed Poppell & Fred Cantrell will address the Faculty Senate at the September 16th meeting.

| Action items: The previously submitted questions and topics from the members of the Steering Committee will be answered by Fred Cantrell and posted on the Faculty-Senate website for easy access. Fred will also forward a list of the liaisons for each department/college to be posted on the Faculty-Senate website as well. | Person(s) responsible:<br><br>Ed Poppell &<br>Fred Cantrell | Deadline:<br><br>9/8/2004 |
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| INTERDISCIPLINARY PHD FACT FINDING COMMITTEE | SCOTT NYGREN |
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**Discussion:** Scott Nygren presented the recommendations of his Committee to the members of the Steering Committee. Scott Nygren provided an updated question and answer document to members of the committee and advised that there had been no substantial change since the initial proposal.

**Conclusions:** The Steering Committee members voted to send the recommendations to the Faculty Senate floor to be voted on.

| Action items: Scott Nygren will be prepared to present this as an action item to the Faculty Senate at the September 16, 2004 meeting. | Person responsible:<br><br>Scott Nygren | Deadline:<br><br>9/16/2004 |
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## UPDATE ON AD HOC JOINT COMMITTEE ON TENURE     JAMES KLAUSNER

Discussion: Jim Klausner presented the pertinent points in the report from the Committee on Tenure. Some of the key issues included, establishing a six-year window for tenure, stopping the tenure clock for childbirth, major illnesses, family medical leave, etc. It was also noted that each college should have tenure mentoring programs. Determining the criteria for description and definition was debated. Jim Klausner advised the Steering Committee members that they were in effect ready to present this to the Faculty Senate so that it can be voted on and to the Constitution Committee in time to implement next fall. Members of the Steering Committee expressed concern to not rush through the issues just to get it in place next Fall. It was suggested that the report be presented as an information item at the next Faculty Senate meeting and if necessary a "special" faculty-senate meeting will be scheduled to vote on the report.

Conclusions: Jim Klausner will take back the raised issues and suggestions to the Committee and the final report will be completed on September 9, 2004. Jim Klausner will be prepared to present this at the next Faculty-Senate meeting.

| Action items: This report will be placed on the Faculty-Senate Agenda for the September 16, 2004 meeting as an information item. | Person responsible: | Deadline: |
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| | James Klausner | 9/16/2004 |

## REPORT ON NEW SENATOR ORIENTATION     TONY BRENNAN, PAST-CHAIR

Discussion: Tony Brennan reported that the new senator orientation was a success and that approximately 34 individuals attended.

## ADJOURN     PIERRE RAMOND, CHAIR

Conclusions: Pierre Ramond adjourned the meeting at 5:18pm.