The regular meeting of the University Senate Executive Committee was called to order by Chair Wood at 3:05 p.m. on Tuesday, October 2, 2007 in the Presidents Room of Davies Center.

1. Minutes of September 18, 2007 approved as distributed

2. Open Forum
   - No items

3. Review of tentative agenda for October 9, 2007 meeting of University Senate
   - Only items on agenda are remarks and reports
   - Faculty and instructional academic staff focus groups for Higher Learning Commission self-study will follow meeting; chair to let Interim Associate Vice Chancellor Phillips know that may begin before 4:00 p.m. as previously scheduled

4. Consultation with Chancellor on Administrative Reassignment
   - Consensus reached to use agenda published on pink sheet, which includes this item, as agenda for Executive Committee meeting today
   - With each departure of personnel from university, need to look at every position and assess how to utilize that position and how the duties fit in
   - Jan Morse will be retiring – last day at work will be October 11, 2007
   - Asked Provost Tallant to look at her responsibilities and assess mix to figure out how to better assign combination
     - Certain aspects of her duties clearly in academic affairs realm; others primarily human resource related functions
     - Decision making to stay in Academic Affairs; some of processing and support functions to transfer to Human Resources
   - Was some fit with recommendations coming out of strategic planning process about general education, faculty and staff development needs, and goals of the baccalaureate
   - Looking at two associate vice chancellor positions
     - One would also be dean of graduate studies, the other dean of undergraduate studies
     - Some duties already transferred to Interim Associate Vice Chancellor and Dean of Graduate Studies Phillips
   - As recruit for those two positions, would determine where candidates’ strengths lie and hire accordingly
   - Comments from committee
     - Suggest during reorganization more cross-training be incorporated to provide flexibility and spread workload
     - Would be nice to have more than one place/person to approach for various issues
• Might also level work distribution at busy times of year
• Vice Chancellor Soll noted that was one of guiding principles when looking at position
• Some process responsibilities will be placed in larger unit where there is more backup
• Part of strategic planning work group discussions was about expanding new faculty orientation and mentoring with pedagogic and technical education
• Would like one place for faculty to find answers, especially if there are to be more interdisciplinary and team teaching opportunities
• Committee to hear more as decisions made on positions

5. Miscellaneous Business
• Academic Calendar 2009-2010
  • For past few years, Executive Committee sets calendar using guidelines passed by regents and University Senate and then calendar goes to full senate for information only
  • Since item not included on pink sheet, action to be taken at later meeting; for discussion only while Administrative Officer Morse still available
  • According to Administrative Officer Morse
    • Only things that might generate discussion include
      • No classes on Monday after April (Easter) Break
        • Because will be 13 full weeks of classes without that day, meets criteria
      • Unable to incorporate 13 full weeks of classes in fall semester
      • Proposed calendar meets all other criteria
      • Calendar needs to be to system at beginning of January
      • Generally local school district sets calendar later than ours
        • In recent years public school spring breaks aligned with ours
      • September 2nd as earliest start date is set by state statute
      • Generation of draft academic calendar to shift to Pam Scheible in Records and Registration
      • Responses from Student Academic Affairs and Student Life Commissions will be available prior to Executive Committee making calendar decision

6. Announcements
• Feedback on strategic planning to go to work groups and then to University Planning Committee in November
  • Committee to draft strategic plan – as that progresses will need to start to work on budget process
  • Will contact senate chair and propose construction of budget modeling task force using jury procedure discussed at meeting last week
  • Priority decision making is part of plan; budget modeling process will support priorities already set, it will not determine them
  • Draft of strategic plan to include outcomes, strategies and tactics
    • Will be key elements we are ready to do now
    • Other elements will be longer-term goals that we will work toward; things like baccalaureate goals and general education
  • In past years, might have used Budget Committee for budget modeling, but committee was not fully staffed with senate elections postponed
  • Once strategic plan accepted, may want to look closely at that committee and others to determine charge; may also want different membership than currently on committee

Meeting adjourned at 3:45 p.m.

Submitted by,

Wanda Schulner
Secretary of the University Senate