



## Academic Senate Executive Committee Minutes

December 5, 2017

12:30 – 1:20 pm, Room 841

### Minutes

**Present:** A. Badgett, S. Bynum, W. Fortier, M. Gianvecchio, G. Kell, S. Lohse, F. Smyle. M. Biddenback

**Guest:** E. Shearer

#### 1. Welcome

- Meeting called to order at 12:31 PM

#### 2. Adoption of Agenda

- Agenda adopted. MSP

#### 3. Approval of Minutes

- M/S/P The minutes of 11/07/17 were adopted with 2 changes.
  - Title: ~~Agenda~~ Minutes.
  - Item 5.2 .. ~~assigned~~-assigning...

#### 4. Public Comment

- None

#### 5. Information Items

##### 5.1. Administrative Evaluation Process

Interim VP of Instruction Eric Shearer reviewed current version of Administrative Evaluation Process and the Executive Committee discussed the 5 different evaluation forms that have been created.

- Goal is to ensure parallel process and gather feedback.
- There was discussion regarding some changes in process and content.
- Questions were raised about administrators rating “appropriate knowledge” as administrators are not peers/experts and the word ‘coverage’ was suggested instead, with following course outline of record.
- E. Shearer will take the AS Exec. feedback to Deans and plan is to present the updated version to the AS Business meeting on 12/12 for review, not approval.
- Office of Instruction will post the process when completed. New process will begin in Spring 2018.



## **6. Discussion Items**

### **6.1. VPI Hiring Process – Bynum**

- Goal of president's office is for hiring approval to go to BOT April meeting
- Position will be posted in early January. Title has changed.
- AS has requested a review of job description and, in March, a forum and site visit of potential candidate.
- Important that the candidate knows/agrees that faculty has access to the VPI.

### **6.2. Pilot Program Feedback – Bynum**

- General discussion and agreement that Division meetings are not working
- Suggestions on adding 2<sup>nd</sup> Senate business meeting to include and focus on division discussions.
- Due to variety of challenges related to process changes and communication, there was discussion on posting a survey to get input.

## **7. Reports**

### **7.1. 2 Notifications:**

No holiday events, focus is on Flex Day

Senate Business committee will hold a meeting on January 30, 2018.

## **8. Future Topics for Discussion**

Sabbatical request will be brought to AS Exec committee in February.

## **9. Adjournment**

- Meeting adjourned at 1:40 PM