

Governance Committee  
Meeting Minutes  
Nov. 17, 2015

**Present:** David Alvarez, Bridget Gourley, Glen Kuecker, Marnie McInnes, Lori Miles, Pam Propsom, Scott Thede, Sheryl Tremblay

**Meeting minutes**

The minutes from the two previous Governance Committee meetings were approved. Pam will send them to Terry Bruner for posting on the Faculty Governance website.

**Admissions Committee**

Bridget conveyed an inquiry from John Berry, chair of the Admissions Committee. He has asked what the faculty role is in setting admissions standards. Does the Admission Committee determine *or* advise regarding admissions requirements? A brief blurb on our Faculty Governance website describes the committee's role as providing "perspective when changes to admission standards are considered"; however, in the Academic Handbook Appendix—Constitution and Authority of the Faculty—faculty duties include "the fixing of academic requirements for admission, subject to the final authority of the board." It would be good to determine where the directive for admissions is coming from. The Curriculum Committee has oversight of the Admissions Committee. Perhaps we should consult with the Curriculum Committee regarding how we should proceed to give faculty more meaningful input to admissions. This seems to be a structural problem. Someone reported that Tim Good worked really hard on this when he chaired the Admission Committee, but nothing ever happened. Does the Admissions Committee decide what the faculty want in an incoming class, and then this information goes to the Strategic Planning Committee, because the latter deals with budget, which also needs to be considered? This would require a change our governance structure because currently Admissions reports to Curriculum Committee. The problem in the past has been that the Curriculum Committee has had too much on its plate and some things would fall by the wayside, so that's why we have additional committees like the Admissions Committee.

As far as a governance structure and reporting strategy, Sheryl suggested one option: that the Admissions Committee gathers input from faculty regarding desired admissions requirements, then it makes a recommendation to the Curriculum Committee, which then passes on its recommendation to the Strategic Planning Committee. We determined that we would like to consider this suggestion further before making any final recommendation.

Additionally, John Berry will be going on leave next semester so we will have to appoint a replacement to the Admission Committee.

**Action.** Bridget will talk with John Berry to clarify his question. Is he asking whether the Admission Committee has to come back to faculty at-large for input and vote or if the committee can make recommendations on own, or is the question regarding the authority of the Admission Committee with respect to the Office of Admission and the administration. (Marnie and Pam ran into John at another meeting and he indicated that the issue is the latter.)

A related concern was finding the new version of the Academic Handbook, which is not yet online. Bridget indicated that Academic Affairs will address this in December when they have more time. To find the current draft of Academic Handbook, one should see the April 2015 Faculty Meeting Minutes.

**Action.** Pam will contact Anne Harris and urge her to make getting the updated version of the Academic Handbook online so that all faculty members have access to the same version.

### **Writing Committee Update**

Pam summarized her meeting with Rebecca Schindler. Pam conveyed that the Governance Committee agreed to officially change the committee name to the Writing Curriculum Committee and will bring this before the faculty for a vote. With regard to assessment of the writing program, Rebecca stated her understanding is that Mike Sinowitz submitted annual reports to the Curriculum Committee and Academic Affairs. The writing program is also assessed via questions on the student opinion surveys and syllabus review. The Writing Committee sees its charge including all curricular aspects of the First-Year Seminar (FYS) program. To approve FYS course proposals, the Writing Committee uses the guidelines that the faculty voted on. If the Governance Committee would like a broader evaluation of the new FYS program, Rebecca suggested that the Curriculum Committee could direct the Writing Committee to do it. Rebecca indicated that she and Susan Hahn are already working on a long-term assessment strategy for the Writing Program.

Rebecca also noted that Rebecca Alexander will be on leave in the fall and Governance will need to appoint a replacement for her on the Writing Curriculum Committee (Rebecca Schindler suggested it be someone from the Arts).

Bridget noted that she would like to see each committee write a 2-page summary at the end of every year indicating what its major activities were and including suggestions for the next year.

**Action.** We will put a motion on the next Faculty Meeting agenda for a formal name change for the Writing Committee.

### **Meeting with the president and VPAA**

We would like to meet regularly with the president and VPAA to coordinate our shared governance work, but Tuesday mornings don't work for the administrators. People agreed that a Thursday lunch time would work.

**Action.** Pam will contact President Casey and VPAA Anne Harris to get on their calendars.

**Announcement**

Amity Reading will send us the Ad Hoc OURSCA group action plan, and she or someone from the group will plan to attend part of our Dec. 1 meeting.