

Executive Committee
Meeting #7
Thursday, December 1, 2011
PSC 341

Members present: Dr. Nancy Bunker, Chair; Dr. Donna Balding, Dr. Amy Berke, Dr. Gaston Brouwer, Dr. Robert Burnham, Dr. David Fuller, Dr. Harriet Jardine, Mr. Charles Matson, Dr. Terry Smith, Dr. Anthony Narsing, Mr. Christopher Tsavatewa, Dr. Monica Young-Zook

Member absent: Dr. Martha Venn, Vice President for Academic Affairs

Guests: Dr. Jeff Stewart, Associate Vice President for Academic Affairs, Dr. Melanie McClellan, Vice President of Student Affairs

The meeting was called to order at 2:00 p.m.

1. A motion to approve the minutes from the November 10th meeting was made by Harriet Jardine, seconded by Monica Young-Zook, and was approved.
2. A motion to approve the Agenda was made by Monica Young-Zook, seconded by Harriet Jardine, and was approved.
3. Jeff Stewart brought several items to EC on behalf of Martha Venn. Jeff discussed the USG Facilities Audit, which will be done by all USG institutions. Jeff charged EC representatives to talk to their units about space utilization and the impact of MWF and Saturday classes on their respective programs.
4. Jeff Stewart charged EC representatives to consider with their units the ability of capable students to complete a degree program in 4 years, in preparation for an upcoming USG Curriculum Audit.
5. Jeff Stewart informed EC that the new RPG report contains very positive data and that Dr. Allbritten or Dr. Venn would forward a summary of those results to faculty soon.
6. Jeff Stewart indicated that a pilot study of the SWOT analysis involving the School of Education yielded substantive feedback; he agreed to forward the recommendation from EC that this document be used as a tool for program evaluation and not administrator evaluation.
7. EC discussed with Dr. Stewart the need for an ad hoc committee to assess and possibly revise the current procedure for student course evaluations.
8. The interim Vice President of Student Affairs, Dr. Melanie McClellan, shared with EC her directives for her term at MSC. She also shared with EC a summary of 39 faculty and staff interviews, listing those items that were considered priorities for her office to address.
9. Nancy Bunker updated EC on the status of the guest speaker roster, from which a name will be suggested to address the MSC community in a future campus-wide event.

10. Nancy Bunker updated EC on the status of the recommendation forwarded by EC concerning facilities management and housekeeping.
11. Nancy Bunker asked EC representatives to consider for further discussion a recommendation from the PTR Committee involving eligibility for PTR service and conflicts of interest.
12. A motion to adjourn the meeting was made by Chris Tsavatewa, seconded by Anthony Narsing, and was approved. The meeting was adjourned at 3:33 p.m.

Respectfully submitted,
Dr. Donna Balding, Recorder