

# Faculty Senate Agenda - Meeting # 531

October 25, 2012

12:45-2:15 pm, SC 109

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## Agenda Items

1. Call to Order
2. Approval of Minutes, Senate Meeting # 530
3. Consideration of Ongoing Senate Business
  - Will entertain motion to suspend rules and return to ongoing Senate business following President, Provost, and Internal (Senate) Reports.
4. Administration Reports
  - Dr. Robert Altenkirch, University President
  - Dr. Vistasp Karbhari, Provost
5. Internal (Senate) Reports & Discussion
  - Acceptance of 18 October 2012 Faculty Senate Executive Committee Minutes
  - Senate Officer Reports
  - Senate Committee Reports
  - University Committee Reports
6. Ongoing Senate Business
  - Consideration of Faculty Handbook Revision
    - Chapter 9 Remaining
  - Consideration of Faculty Senate By-laws Revision
  - Senate Bill 361: Disease Policy (2nd reading)
  - Senate Bill 363: Differential Tuition Analysis (3rd reading)
  - Senate Bill 365: Performance Criteria for Tuition Remission (2nd reading)
  - Senate Bill 367: Eligibility for Senate Officers Elections (2nd reading)
7. New Business
  - None
8. Adjournment

Proxies for Senate meetings must be a Senate-eligible individual from the same academic unit. No individual may carry more than one proxy.

PLEASE SEND PROXIES TO PEGGY BOWER: [bowerp@uah.edu](mailto:bowerp@uah.edu)



**Faculty Senate Meeting 529  
September 27, 2012  
12:45 p.m. in SC 109**

**Present:** *Wai Mok, Chris Allport, Jeet Gupta, Charles Hickman, Keith Jones, Eletra Gilchrist, Angela Balla, David Neff, Kwaku Gyasi, Christine Sears, Deborah Heikes, Anne Marie Choup, Eric Seemann, Bhavani Sitaraman, Mitch Berbrier, Ramon Cerro, David Pan, Sherri Messimer, James Blackmon, Faye Anderson, Ina Warboys, Marlena Primeau, Anna Benton, Peggy Hays, Philip Bitzer, Luciano Matzkin, Carmen Scholz, Tim Newman, Richard Miller, Leonard Choup, Jakobus le Roux, Nikolai Pogorelov, Vistasp Karbhari*

**Absent with Proxy:** *Jeff Kulick, Claudio Morales,*

**Absent without Proxy:** *Mohamed Ashour, Derrick Smith, Carolyn Sanders, Robert Lindquist, Kader Frendi, Jeff Evans, James Baird, Peter Slater,*

**Guests:** *Robert Altenkirch, Brent Wren*

- ❖ Meeting Number 530 was called to order at 12:45 p.m.
- ❖ Dr. Richard Miller announced that the Senate rules require us to handle ongoing business first on the agenda. He stated he would entertain a motion to suspend the rules. It was so moved by Marlena Primeau and seconded by Faye Anderson.
- ❖ **President Altenkirch's Report**—Dr. Robert Altenkirch reported that we went through the SACS accreditation and then we submitted a 5 year interim report. They came back saying it was good except we forgot to address certain items and in actuality we were told we didn't need to address those items but now they say we do need to address them and they were going to put us on a monitoring and Dr. Robert Altenkirch wrote a letter and they said okay and now we just need to submit the report.

Retirement incentive plan—another set of documents was sent out because there was a discrepancy of Exhibit A and there was a new set of FAQ sent with it. If have questions not answered on the FAQ please go to HR and they will update the FAQ document.

Dr. Robert Altenkirch has asked the CIO to set up an intranet and there will be a site to login and material will be there for private use for business services. If someone asked for a document in the public we would give it to them but we don't have to put everything out there for all to see.

Eventually banner will migrate in so there will be one site to go and do things and eventually there will be only one password-a single login.

Parking—There is plenty of parking it is just not convenient. There are some rough spots with the new parking system but the kinks are being worked out. We had a meeting with the campus police and they are going to be a little more lenient.

Strategic Planning—we had two sessions, one on Friday and one on Tuesday on the task forces steering committees we put together. Individuals were only required to come to one. These were informational sessions. Following that the task force leaders will set up meetings to suggest tactics to accomplish. We want to move along quickly. We want to increase enrollment as one example. The numbers this fall are basically the same as last fall so we need tactics to accomplish the goals.

VPR Search—We have engaged the Wheless Search Firm and they are on campus today for the first meeting.

University place school—I think the superintendent and I have a handshake agreement and the attorneys are working on a contract and we will see if it passes the school district –we will know in a few weeks.

Dr. Robert Altenkirch reported we hired a new hockey coach—we are getting in position to get into a conference. We have a visit by the conference representatives on Oct 12 and 13. Come to the game on the 12<sup>th</sup>. The more we have there the better it looks. It is important to get in the conference.

Basketball—We got into conference playoffs which will be in Manhattan Kansas. This is the National championship. If we win then the next round will be in New York.

Carmen Scholz asked why we have not made a big deal about the fact that the newly elected prime minister of Libya is a former faculty here. Dr. Robert Altenkirch stated he would ask about it.

- ❖ **Provost Vistasp Karbhari Report**—Our enrollment is at 7,636—that is 7 above last year. 5,882 of those are undergraduates. We received approval from ACHE for the BS in Economics and Computational Analysis as well as the Masters of Education in Differential Instruction. We will seek final approval from the Board in November and I am working with Charles Nash on a cognate in Public History and a Foreign Language and Literature Certificate. We are working on having the degree title printed on the diplomas. We are in discussions with the Board and ACHE about the Engineering Degree Titles. We will have some less expensive options for purchase and rentals of robes for students and faculty. Alan Constant has joined us as Director of the Student Success Center. I would encourage the Senate to extend an invitation to him.

The Search for the Director of International Engagement has been extended. We brought 4 candidates forward and only 2 were interviewed.

We are talking about career paths for lecturers. We will form a Committee with representatives from the Senate, and with some Deans and Chairs. We hope to have the Committee established soon to have career paths established and implemented.

There was some question regarding the Regalia and whether it would be the plain black regalia. Dr. Vistasp Karbhari stated there should be the same choices for the rental and purchase. We will know the exact choices by Grad Fair next week.

Dr. Jeet Gupta wanted to make a motion to suspend the agenda for the remainder of the year to place the business after the reports. He was informed that he cannot do that.

- ❖ **Minutes**—Dr. Neff moved, seconded by Ina Warboys to approve the minutes.
- ❖ **Senate reports**—Executive Committee Report—Ramon Cerro moved, seconded by Jakobus le Roux to accept the Executive Committee Report.
- ❖ **Officer reports**—Dr. Richard Miller reported he met with the CIO and they discussed a number of topics. He showed the list of items and stated he believes she will help a lot. Dr. Richard Miller will serve informally at the liaison with her on Strategic decisions. Dee is looking into a guest/visitor wireless. She has looked at Eduroam and she will likely implement this soon—she is looking into the modest security issues. She does believe there is a software solution. College and department i.t. support—Dee seems committed to figure out how best to work on that. She was surprised at this issue. There is continued work on infrastructure, and a central backup. Dee is looking at faculty needs and Research computing support. There needs to be a survey. The Senate Faculty and Student Development will meet with her and develop a survey. She is also dealing with website hosting issues. She negotiated for 3 positions during her hire: There will be a search for an Academic Technology Director to enhance the E-learning enterprise. We have been asked to provide 3 names for the search—if any of you are interested please send me an e-mail. I will advise the CIO and the Provost by close of business Monday. There will be a search for a Chief Information Security Officer. There is some question of whether we have a role in that search. I think we should be involved. The other position is Director of Network Systems. That will be an internal search and I don't think we need representation for that. Dr. Ramon Cerro commented why does the administration keep growing while the faculty numbers keep going down. Dr. Richard Miller commented these positions serve all of us very well.

**Library**—Dr. Richard Miller reported discussions are on-going regarding the Library. There was a realignment from dean to director. This is being done to align us with other universities that have a single library rather than more than one library. This change was linked with a commitment to provide a new rank structure for the librarians. They are professionals with terminal degrees in their field and if they are, then why are they not in faculty positions. Dr. Richard Miller showed a quote from the memo from the Provost. The Director will be involved in the change. This will establish a rank structure for lecturers. This is a positive thing for our colleagues in the library.

Center for Teaching Excellence—Dr. Richard Miller stated he requested a proposal from the Provost and received that on 25 September and that he would be happy to share that if anyone wants to see it. He gave an outline. The Proposal calls for a director, staff assistant and 4-5 rotating faculty fellows. This will serve to diffuse what these faculty have learned to other faculty. There will also be 1-2 GTAs/RAs. This is a 3 phase implementation. We have charged the Faculty and Student Development Committee to review the document and if there are no major issues move forward. There was a question regarding whether the Faculty Fellows are with a stipend or a release. The details can be decided. Dr. Richard Miller will send the white paper to all.

Dr. Richard Miller went to the Board Meeting a couple of weeks ago. He highlighted a couple of things. There were 3 areas in the report to the Board that bothered Dr. Richard Miller. This is reported quarterly. There were named and endowed professorships—0 here and 14 at the other universities. Student and faculty achievements, there were 11 CLA, 9 CON, 4 COS, 3 COB, 3 COE. Advances in research there were 21 from centers, 15 non-affiliated, 12 from chemistry, 1 atmospheric science, 2 biology, nothing from others. These do not represent what we are achieving here and these numbers are what the Board is seeing. We are achieving things and the Board needs to know about them. Carmen Scholz stated these reports are a thorn in the flesh—they have been sanitized over and over. What is submitted is not what is showing up. There is a major communication problem. Dr. Richard Miller is personally committed to making this different. He is asking you as representatives of your departments help him to help Brent Wren. He has been in charge of this for the last 10 months. Get input for what your faculty and students achievements are here. They are occurring across campus. If have suggestions of how to communicate better let Dr. Richard Miller know. Set criteria for what counts. We are engaging the Associate Provost on this. Right now submit all and they will clean it up. Dr. Jeet Gupta stated he would like to see what UA and UAB sends. Develop a means for reporting. Dr. Ramon Cerro wants to know why does the responsibility fall on us. Dr. Richard Miller stated he does not know the answer but wanted to talk about it and do a better job. Have asked UAB and UA how they do it and will share that when I have it. Dr. Richard Miller is willing to work on this. Dr. Charles Hickman shared how it is done in Business.

New charge to Governance and Operations –Senate Committee structure, annual review. Showed a restructure idea. Both other institutions have research committees. Should have one here. Effectiveness, efficiency, reduced number of committees.

Travel Requests—change in travel requirements. No guidelines. Some had denied travel. No guidelines some question of whether it is ok or not. After months received response—personnel will look at. Showed statement and thinks reasonable. Allows academic freedom. Interpretation, academic freedom, patterns, complaints/response. Guest lecture, substituting appropriate meeting, hours convenient to students, substituting another pedagogically appropriate alternative. Some require policy. Some funding agencies require. Some feel puts undue burden on faculty.

Ad hoc Research Committee—Carmen Scholz, Joe Ng, Jason Cassibry, Derrick Smith, Peggy Hays, Xuejing Xing, goal is to interact with VPR and develop a rapport with the VPR.

- ❖ Dr. Tim Newman reported the Science at large Senate Member—Deb Moriarity.
- ❖ Faculty and Student Development—Ina Warboys reported—Most has already been covered with the CIO and the Center for Teaching Excellence.
- ❖ Finance and Resources—Wai Mok reported—they met and will talk to you later.
- ❖ Governance and Operations—Jeet Gupta reported they have been conducting elections and will take up Committees when this is done.
- ❖ Personnel—Ramon Cerro reported he is the Ombudsperson and he was elected Chair—they had a vote and decided he should continue to be Chair and Ombudsperson.
- ❖ Undergraduate Curriculum—it was reported they sent emails about their concerns.
- ❖ Undergraduate Scholastic Affairs—Deborah Heikes reported she met with Brent Wren about the SSC—they are planning to keep the academic side and move the career side and get going and bring in a new director—we will invite the new director to talk to the Senate.
- ❖ University Committees—Working out first meeting of the Library Search.
- ❖ **Handbook—Chapter 9**—it is still open for amendments. Mitch Berbrier—9.4 question—end—retirement benefits and last paragraph not related. Motion to move paragraph to 9.4.1, David Neff seconded, ayes have it.

Angela Balla and Mitch Berbrier—tuition assistance 9.19, does it have to be unmarried dependent children. Motion to remove “unmarried”, Marlina Primeau seconded. Ina Warboys stated the language follows same language as in HR policy. We are matching two documents. Just a reminder from Richard Miller—The Handbook will go to the administration and Legal and they will point out inconsistencies and they can be resolved then. Charles Hickman stated you have something before the administration that cost money. Tim Newman stated they talked with administration about tuition remission and they think it is dead—ask someone why no answer. National push to say no. Vote—motion carries. Definition of dependent discussed. Wording of second sentence—Charles Hickman stated you cannot be a dependent of a dead person. Chris Allport move to change to the next sentence. Added “a spouse or”. Partners—motion by Angela Balla to change to “domestic partner or”. Seconded. Charles Hickman—Alabama—connotation no protection for marriage. Tim Newman—run into legal in Alabama—if take out spouse, Angela Balla proposed “spouse, domestic partner and”. Ramon Cerro seconded. Jim Blackmon—let Legal Counsel give feedback—Richard Miller stated we will get

that feedback. Can ask here but will get it anyway. Ayes have it. Charles Hickman—we have not resolved deceased dependent issue—let a Committee look at this paragraph—Charles Hickman-proposed to commit this part to a committee for more considered revision to 9.19. Chris Allport seconded—Jeet Gupta—it goes to legal anyway so why do we want to go this way. Charles Hickman—stated you cannot be a dependent of a deceased person. We need something in passable form and we do not have it at this point. Look at and come up with better language. Ayes have it. 9.16.1 do we need the last paragraph. Jeet Gupta stated we need it because we are asked to serve. Other part that was there was not passed. Christine Sears--if you are paid to teach a course then not being paid for other things. Christine Sears moved to delete the last paragraph. Ramon Cerro seconded. Ina Warboys stated it was added because those who were teaching in summer were asked a lot and this was to protect them. If you take it out then replace it with no service in the summer. Jeet Gupta stated faculty on nine month contract perform service only if compensated. Tim Newman—stated those who advise for thesis and dissertation are not paid. Has colleague on unpaid leave during the summer—didn't feel right because advisees needed to be registered and thought he needed to support the students. University is going beyond what we should be expected to do. Jeet Gupta motion to send back to committee Mitch Berbrier seconded. 9.16.1. Ayes have it.

❖ Motion to adjourn by Jeet Gupta.



**SENATE EXECUTIVE COMMITTEE MEETING**

**October 18, 2012**

**12:45 P.M. in SKH 369**

**Present:** *Dr. Rich Miller, Dr. Wai Mok, Dr. David Neff, Dr. Mitch Berbrier, Dr. Ramon Cerro, Dr. Deborah Heikes, Dr. Sherri Messimer, Dr. Timothy Newman and Dr. Ina Warboys, Dr. Vistasp Karbhari*

**Absent:** *Dr. Jeet Gupta*

**Guests:** *Dr. Robert Altenkirch and Dr. Brent Wren*

- The meeting began with Dr. Rich Miller thanking everyone for attending. He then turned the meeting over to Dr. Altenkirch.
- **President Robert Altenkirch:** Dr. Altenkirch reported that the BETA Review committee had finished their work, showed a diagram and indicated where they were in the process. Dr. Miller was given a copy of the diagram. (Copy attached). Until the loop between the BETA Review Committee and EMOG is finished, the current policy is still in effect.

On the morning of October 23, the Board of Trustees will meet. Dr. Rob McFeeters and Dr. Jason Cassibry will make a presentation. Then the Board will take a tour of the Charger Hospital, Charger Park, CMSA and finally Rotorcraft Systems Engineering and Simulation Center (RSESC).

There is a Board of Trustees meeting on November 1 and 2. On the agenda is the purchase of University Place School. This topic is on the School Board's meeting tonight. If it is approved there, the UAH Board of Trustees will approve it. It is a sales purchase agreement which means we would make a deposit and ten percent of the purchase price until it is paid off.



University Place School will use the building until they build a new school. The closing date will be anytime between November 2, 2012 and 2018.

The appraisal UAHuntsville received was in the amount of \$2.857 million and was based on comparable sales. The seller's appraisal was \$5+ million and was based on cost minus depreciation. They met with an attorney and were not able to agree. A third option did work. Dr. Altenkirch took their appraisal and subtracted the maintenance items and the price came to \$4.7 million. Dr. Altenkirch stated that was his limit and they said 'ok'. A question was asked about the square footage. There is between 50,000 and 58,000 square feet in the building. However, there are 22 acres of land which stretches from University Drive to the back of Spragins Hall.

The financing involves the University's reserve fund for \$2.857 million and the University Foundation will contribute \$1.843 million as a no-interest loan. The University will pay reimburse the Foundation over five (5) years from recurring funds. At that point the Foundation can forgive the remainder of the debt.

The Board of Trustees agenda also includes selecting a financial person to oversee bonds for the finances for the Student Center and the Nursing Building. Bonding will be \$10 million and the State will earmark \$1 million which will be folded into the budget. A simulation hospital will not be included if \$13 million is raised; however, it will be included if \$17 million is raised. There will be an attempt to raise the \$6 million (\$17 million minus \$10 million). If we are unable to raise the difference, then we will look at taking it out of revenue.

The Board will also look into changing the Engineering degree titles.

The question was asked if there are any plans to fix the Engineering Building. Dr. Altenkirch stated that he did not know of any plans for that. He explained that a wall in Technology Hall had to be repaired and was very expensive to the sum of almost \$1 million.

The Commencement speaker will be the Secretary of the Smithsonian, Dr. Wayne Clough. His brother worked for Marshall Space Flight Center. The Space and Rocket Center is an affiliate of the Smithsonian.

The Enrollment Management Committee is a liaison to the colleges for the overall plan to increase enrollment to 10,000 students. Dr. Rich Miller and Dr. Derrick Smith serve on this committee. The tuition has been raised 8+% and we need to do something else to help offset expenses rather than raise tuition according to Dr. Altenkirch.

There was discussion about rumors that are out there stating that Calhoun Community College is easier than UAHuntsville. If a student takes one course at Calhoun, they can be admitted to UAHuntsville as a transfer student. However, the course is not really the same. We want to do what's best for the student and it's not always measured in dollars.

Dr. Altenkirch cautioned that we must be very careful communicating a message that Calhoun has lesser quality than UAHuntsville.

There is a bill on the agenda today that addresses GER Integrity Rule.

A question was raised about the analysis of students in Engineering that have taken their Math class at Calhoun and how that affected their upper level Engineering course. They do not do poorly in the upper level classes. Sometimes it just comes down to money. Dr. Messimer stated that she has offered Calhoun to some students as an option but has never encouraged them to go there.

The subject of the analysis of charging less arose. Dr. Altenkirch said that the change would have to be so drastic and it would not be good. It would be a huge financial issue to UAHuntsville. You must be careful how you do it. It appears that cost is the reason the students are having difficulty. We need to give them something substantially different at UAHuntsville that they cannot get at Calhoun. Are we providing the level of education in the first two years for students to make it worth it for them?

The budget review process needs to address some financial issues. Unless we grow enrollment, we will have issues down the road. The question of decoupling our tuition came up. Tuition is not the same within the UAH System. The University of Alabama had an increase in Fall enrollment and they had more out-of-state students enroll than in-state students.

Looking at our assets, we have the Redstone Arsenal, NASA, BSA as well as other industry that UA does not have. We need to push internships and jobs. Dr. Altenkirch met with the new mayor of Madison and they discussed the students at UAHuntsville and the Enrollment Management Effort. The idea would be to hook the students early and help them through the college experience and finding a job. It would require extra work but would be worth it.

Dr. Altenkirch talked about working with the Co-op program in general. Dr. Karbhari stated that many companies just do not have openings right now. Another comment was made regarding our returning military and the fact that they should get credit for what they have done. Veterans currently have to take the First-Year Experience class which has been a disaster. We do have to be careful on giving credit for life experience. The committee can work with Dr. Karbhari on that.

We have signed up for the Yellow-Ribbon Program. There are certain scholarship requirements. However the program allows UAH to get paid for the difference in our tuition and the highest tuition in the state.

- **Provost Vistasp Karbhari**: Dr. Karbhari discussed the Certificate in Foreign Language and Global Engagement. He talked about Workplace an online training. It takes about 60-90 minutes to complete and the participant is sent a certificate at the end. Information would be sent in a week or so to the faculty. It is a required course by the Federal government.

The Center for Teaching Excellence needs to get to Dr. Karbhari as soon as possible.

There was discussion on the pharmaceutical company, Stanford vs. Roche. The Supreme Court sided with Roche. The verbiage needs to state 'I hereby assign. . .' and not 'the inventor will assign. . .' There needs to be an adjustment in policy to use the word 'hereby'.

Dr. Altenkirch explained that a non-disclosure agreement refers to a narrow period of time and does not include 30 years of experience you gain from the University. Dr. Newman stated that the faculty would have a problem with that. With the question of who owns intellectual property, he said that 'our experience is ours.'

- **Dr. Brent Wren** gave a BETA Policy update. Ramon Cerro and Derrick Smith served on the committee. They incorporated a lot of issues. Dr. Wren stated that it is a living document open to revision. The comment was made that most faculty and staff do not know about the policy. Before making the policy public, it needs to go through the whole process. The idea was presented that an open forum could take place and discuss the existing policy. The new policy needs modification but the philosophy is basically the same between the old policy and the one currently being updated. The BETA Team got the policy today and should move fast. A diagram was given to Dr. Rich Miller and one is attached to these minutes. Dr. Altenkirch said that since the policy is in place there is no sense to have a forum and then in a month change it.
- Dr. Altenkirch and Dr. Karbhari left the meeting at 1:35.
- Dr. Tim Newman stated that Dr. Altenkirch's comments on intellectual property bothered him and that they need to stay on top of it. He believes that 'you own your experience and future products.' He gave an example that Dr. Altenkirch was hired from NJIT. Because of his experience there, do we owe NJIT? UAH has a generous policy. All the 'i's are dotted and the 't's are crossed. There was a good bit of discussion on intellectual property. Dr. Rich Miller stated that we must protect ourselves.

Some have contempt for the faculty. The comment was given to give Carmen Scholz a heads up.

- The Ad Hoc Research committee has met once and discussed what Dr. Miller gave them.

There are some legal questions on signing documents.

- Dr. Rich Miller commented that UAH enrollment has been flat for years and he does not understand the Enrollment Management Committee. Most of the committee is staff and not faculty. Are they helping enrollment for all colleges? Some colleges may get crushed in this. Dr. Altenkirch is concerned about enrollment. It was emphasized that the committee is operational and not a strategic planning. Rich Miller will try to get more information.
- There was discussion on the Library Director Search Committee and the career ladder for employees in the Library. Those recommended by Rich Miller for that committee included Jim Miller, R. Webber and P. Bitzer. He objected to the people the administration would put on there.
- Digital Measures has been purchased. Dr. Rich Miller and Dr. Mitch Berbrier are impressed by what's online. The provost has been contacted for a meeting to find out who has access, etc. That meeting is on November 5, 2012. Dr. Rich Miller requested that this not be shared until specifics are known.
- HERS Bryn Mawr Summer Institute announcement has gone out. Rich Miller has a problem with the University wanting you to go but not paying for travel. He said the provost said that them paying the registration costs is a statement of their commitment. The registration fee is \$6,900. However, not paying for travel is ridiculous. At the Senate meeting next Thursday, questions could be asked about this.

- As for the Director of the Library position, it is not an academic appointment. The question was raised as to how they can supervise faculty if they are not one. They could present their argument to the Provost.
- The subject of the *Handbook* and Bylaws was presented. If you have changes to the *Handbook* and Bylaws, you need to submit them in advance. It needs to be well thought out and not quick decisions. Dr. Rich Miller wants copies of proposed changes beforehand on *Chapter 9*. However, that is not necessary on the Bylaws yet. There may need to be an extra meeting to move it faster. If they are not going to finish it, they need to let the faculty know. The Bylaws are a part of the *Handbook*. There are some inconsistencies and wording that are issues for Human Resources. The inconsistencies must be addressed by legal. Legal has terms in health care that passed.

➤ **Committee reports were then given.**

Faculty and Student Development: Dr. Ina Warboys met with the CIO. As for the Center for Teaching Excellence, they agreed it's ok to implement. The Committee reviewed it.

Governance and Operations: Dr. Sherri Messimer talked about a new model of instruction, a meeting on November 8, technical issues, they are already seven and one-half weeks into the term and they have not seen any results.

Undergraduate Scholastic Affairs: Dr. Deborah Heikes did not have a report. She will talk to Alan Constant about complaints.

Personnel: Dr. Ramon Cerro stated that they are having a difficult time getting together. He has asked people to send comments. There was discussion that the Nursing person could not meet on Tuesday and Thursday and may need to be replaced. He will look in the *Handbook* and find out about a proxy. Dr. Warboys explained that the Nursing representative had clinicals on Tuesdays and Thursdays.

President-Elect: Dr. Mitch Berbrier had no report.

- Several people (Deborah Heikes, David Neff and Wai Mok) had to leave; and, therefore, there was not a quorum so the bills could not be voted on. There was some talk that if the order of the agenda was reversed, they could address issues that required a quorum.
- The Executive Committee goal is to set the agenda for the Senate.
- The meeting adjourned at 2:10 p.m.

*Minutes recorded by Lynn Bell*