

Minutes of Faculty Assembly Steering Committee Meeting
November 21st 2003

The Faculty Assembly Steering Committee met on Friday November 21st 2003 at the Melby Center. The meeting was presided over by Perry Schoon. Those present: Ali Danesh, Mike Brady, Paul Peluso, Allison Ford and Dilys Schoorman.

Approval of minutes

Perry called the meeting to order at approximately 10.15 when Mike strode in and we cheered that we now had a decent quorum. Perry proposed to approve the minutes. Paul moved that we accept the minutes with two modifications. The modifications were: the spelling of Vilma Petrovsky's name was corrected and the acronym COOP - Continuity of Operations - was added, thanks to Mike. Allison seconded the motion to accept the minutes. Motion carried.

Tape recording meetings

Dilys noted that it had been difficult for her to take accurate and detailed notes while trying to participate meaningfully at the October Faculty Assembly Meeting. She asked if it would be OK to tape record future Faculty Assembly meetings. In the discussion that ensued Paul asked about where the tapes would be kept and we agreed that they would remain with the secretary along with other archival data (notes, agendas, minutes) that was typical for the secretary to handle. Dilys also noted that the taping of business meetings was a fairly common practice. There was consensus that Dilys would use a tape recorder on all future Assembly meetings to help her with the note taking.

Decision making on final questions

The committee then perused the questions for President Brogan that had been submitted by the faculty. Paul added three more from his department. Dilys read out two that she had received via e-mail. Mike suggested that we try to identify 5 questions that we thought were the most significant. In the discussion that followed 7 issues were identified and were ranked and sequenced in what Dilys thought was the most logical presentation of ideas. We also identified faculty members who would be best suited to ask questions. Although it was suggested that the Steering Committee members pose the questions, the committee decided that the persons chosen to ask questions should be members of the faculty who were recognized by their colleagues as being well suited to pose each particular question.

The following topics were selected as the focus of each question. Some questions needed modification. We agreed that the person posing the question would try to re-word a question (when deemed necessary) and these modifications would be circulated to the

Question #3

Topic: COE share of FAU funding

Faculty member designated to pose question: Bogotch

Wording of question:

[Entire question needs to be looked over in terms of wording.]

Format of December 5th meeting

With regard to the format of the meeting, we agreed that Michele would preside over the meeting as the moderator. She would not ask any questions, but would call on each designated faculty member to pose a question. All questions would be printed out and read verbatim by the designated faculty member. We also agreed that we would send President Brogan the topics/ issues (see above) that we wanted to address, so that he would have the opportunity to gather any necessary data for his responses. We were operating under the assumption that President Brogan would be present from 10-11, so we noted the need to begin on time. We also agreed that the meeting with him needed to be divided into three segments:

- President Brogan's remarks
- Questions from the faculty (as planned/ designated)
- Open forum

If President Brogan did leave at 11, we would move on with additional agenda items such as the reports from the ad hoc committees. As such the agenda for the December 5th meeting emerged as follows:

1. Welcome (Michele briefly explains the process of how questions and questioners were selected; explains format for meeting.)
2. Approval of minutes
3. President Brogan's remarks
4. Questions from Faculty
5. Open forum with President Brogan
6. Reports from Ad Hoc Committees
7. Any other business
8. Adjourn

The meeting was adjourned at 12.20 p.m.

Submitted by:

Dilys Schoorman
Secretary, Faculty Assembly