

**Meeting of the Executive Committee
of the Faculty Delegate Assembly
Wednesday, September 5, 2007**

Minutes

The meeting was called to order at 11:05 by FDA President Professor Jason Young. Also present were Professors and Abby Sorman, Fran Scheffler, David Connor, and Tony Doyle.

1. The minutes of the Executive Committee meeting of May 2, 2007, were approved.

2. Information items

- * **FDA budget.** The allocations for 2007-08 are
 - Temporary services: \$18,900
 - OTPS (i.e. office supplies): \$6,200
 - Postage and duplicating: \$2,215

The budget is assigned from the provost's office. The money for food comes from a separate budget, namely faculty contributions. Prof. Young has requested another \$3000 so that we can keep the FDA office open on Friday.

- * **FDA websites.** The FDA staff is getting materials ready for the FDA website. We have the template in hand. Features will include

- A searchable database for faculty research interests, obviating the need to search by department. The interests themselves will be confined to one or two words. (Professor Connor suggested that we add links to sample publications.)

- Faculty resources for student advising, a one stop place with links. It would also include a Blackboard style forum to which faculty could contribute.

- A tenure and promotion page, including official college bulletins, a calendar for tenure, and links to the union page about where to seek guidance for tenure. It would also include an anonymous forum for faculty concerns.

- On the back burner is a page for new faculty and adjuncts.

The impetus for these websites has come from faculty comments at FDA meetings.

*** FDA Executive Committee elections.** All positions are open, save secretary and part-time representative. The responsibilities for the vice president are nominal. The vice president assists on various projects, sometimes making phone calls. However, for the most part the office staff takes care of these things. As for money, in practice the office staff spends it, so the treasurer's responsibilities are also minimal.

--Prof. Scheffler has agreed to serve as Vice President, and Prof. Connor as Treasurer, pending the results of the elections. Also pending the election results, Prof. Young has agreed to serve another term as President. The Executive Committee is still looking for two more candidates. We prefer to have representatives from as many parts of the college as possible. At present we could use at least one person from Arts and Sciences. The FDA staff will put together a ballot that goes out to all faculty.

*** FDA faculty lounge.** We hope to begin hours within two weeks. We're currently in the process of hiring a work-study student to be present in the space during hours. As of now, the hours are 2:00 to 6:00. However, we would like to keep the space open till 7:00 to accommodate adjuncts who teach in the evening. The Executive Committee agreed that there will be no alcohol served in the faculty lounge. We will continue to allow faculty to use it for private parties as long as they submit a work order to housekeeping beforehand so that the area will be cleaned by the next day.

*** New space for regular meetings:** 1203E. The monthly meetings will be September 19, October 17, November 28, and December 19.

3. Brief discussion items

*** Agenda for FDA General Meeting on September 19**

--The president and the provost will be invited. The president has ended her practice of appearing monthly. Last year she said that she would come to one meeting a semester.

--Prof. Scheffler broached the idea of a campus-wide convocation, organized by President Raab.

--Roundtable introductions.

--Prof. Connor suggested that delegates return in October with concerns from their departments. This would help increase the contact between departments and the FDA.

[I had to leave at noon, before the meeting was over]

Respectfully submitted,

Tony Doyle
FDA Secretary