1/29/13 Steering Committee Meeting Minutes

Attendees: Stephen Thompson, Tambra Jackson, Eva Monsma, Kellah Edens, James Carper, Allison Anders, Zach Kelehear, Doyle Stevick, Kara Brown, Margo Jackson.

The meeting began by Susan Quinn providing a demo of the Clicker tool:

- Started discussing a demo of the clicker(s) to see if it can be used for voting purposes at faculty meetings.
- Instructions for them are available in the bags that contain the clickers.
- Can settings allow you to vote for one or more than one answer? Further research would be needed.
- Follow up with the company to ensure we have consistency with the clickers. Some boxes need to be traded in for new hardware.
- Maybe there should be a back up paper ballot or another alternate method of ballots?
- The clickers malfunctioned, giving scores of votes for some items, and at this time do not seem reliable for elections.

Meeting Notes:

The focus was regarding the concurrence of the revisions.

Elections:

- Questions about the mechanism at each point. Will the steering committee will distribute the platforms? Send via PDF and send it to email. Each department prints a hard copy for faculty. By email and printed copy to boxes.
- Timeline: in general nominations themselves would be before spring break and then come up with their platform 500-1000 word statement so it can be distributed prior to spring break. Departments can decide who will participate in which committees before the spring faculty meeting. The standing committees will all meeting directly after the spring faculty meeting, with old and new members meeting together to establish continuity.
- Absentee ballots cast in advance of the meeting. A signed envelopment to the secretary and then it would be brought to the meeting. Doesn't have to be in the bylaws. Secretaries of steering committee or the dean's office make sure they are brought to the meeting.
- As long as they are sealed so we have faculty for trust purposes.
- A quorum needs to be at least ½ of the faculty.
- Voting membership is differently written to allow for non-tenure line voting.

Bylaws:

- Electronic voting will be removed.
- Secretary as an elected position doesn't make sense. We don't need to elect the person. Make the person an appointee.

- Secretary rotated? Not necessary because of the minimal time.
- 2.1c the executive committee continues to meet and the faculty chair can participate during the summer if available.
- 2.2a add secretary to position appointment by faculty chair.
- 3.3 Remove 3.3? The secretary isn't in the steering committee so they don't need to send notices of meetings. The faculty chair should do it.
- Insert 3.1 - Faculty chair sent notices of faculty meetings. Faculty chair will have primary communications including to the executive committee meeting. They are to communicate business to the executive committee and vice versa as the sole individual in both.
- Reciprocal exchange for those who attend both meetings. And the dean's office is invited (although they may not be part of the committee).
- 5.3 Add a sentence to facilitate coordination with the executive committee.
- Jim: Someone is responsible for certifying a vote. Who? By clicker? Who is the officer responsible for certifying parliamentary? Ed Dickey will certify the vote. Ensure the duties.
- 3.4 Reviewed the verbiage and add a sentence. Said parliamentary will also be responsible for certifying any votes cast by the faculty.
- List ex officio that this is not by invitation and may preclude voting rights? Several ex officio can be invited. Should we make that part of the revisions for next time? College faculty--no administrator should have a vote on this committee.
    - The ex officio shall maintain the governing documents of the college
- 4.2b Emails suffice for a special called meeting and must state the reason. Must indicate the reason to the faculty.
- 4.4 bypass clicker proposal.
- 5.5 basic program verbiage will stay with the addition of initial certification programs and curriculum.
- Are those only undergraduate? Mostly 700 level classes. So there is no clear distinction to justify 2 committees.
- What is the benefit of merging the committees? We wouldn't merge. Table this issue.
- Removing 4.4 for now.
- Elections procedures can not be done by voice and must be done via a secure written ballot.
- The faculty will vote on the faculty officer candidate using secure and confidential means whether by electronic or paper ballot.
- Faculty communication in to Blackboard: Set up an electronic ballot. Can look in to for the future.
- Can handle the absentee issue via Blackboard. I think it is worth researching to consider for the future. A group would need to be made with the entire faculty. We should be able to do this.
- 1.1a membership defined. Will we drop this for the time being. We will remove those from administrative faculty voting rights. Those in administration will not have voting rights at faculty meetings.
- Undergrad and graduation faculty: Table for next meeting. We may discuss this at the April meeting. We want clarity of expectations.

- Suggested giving this issue to Eva to take to the executive committee to have votes at the faculty meetings or would it be consider a double vote. Maximum service credit. Would they have had a right to vote at the last meeting? We decided to table it.
- 5.2a9: The dean was supportive of us adding that statement regarding faculty participation in strategic planning. We want to move away from a top-down philosophy with the administration. We want to collaborate.
- 52f2: Make sure material is distributed to save the time for meeting business.
- 52g: All standing committee will meet immediately after the spring faculty meeting with the members from the previous and following year. All current and newly elected members.
- 53: 5 standing committees instead of 4.
- 5.5: Need official procedures…adopt Roberts Rule? Yes…approved.
- Preamble of the bylaws read and approved by the team with the minor revision discussed regarding "these areas shall include", etc."

Meeting Adjourned.