

Senate Steering Committee Retreat
September 8, 2006
Minutes of Meeting

Present: Bettie St.Pierre (President), Diane Samdahl (President-Elect), John Napier, Steve Olejnik, and Wanda Stitt-Gohdes

Senate Meetings for 2006 Fall Semester (10:30-12:00 in Room G23 Aderhold)
September 27, 2006

1. The committee reviewed (1) the list of Senators for the 2006/2007 academic year and (2) the membership of all Senate committees.
2. *Senate website.* St.Pierre will ask committee chairs to send both agendas and minutes of all meetings to her so she can post them on the Senate website.
3. *Senate archives.* Archives of Senate materials are housed in the Dean's office. St.Pierre & Samdahl will review the materials and determine what might be posted on the Senate website.
4. *COE Policies and Procedures.* St.Pierre reviewed the process by which policies and procedures are made in the college as follows: both the Senate and Administrative Cabinet can write and approve proposals, which are then sent to the other body for consideration, revision, and either approval or disapproval. To date, one policy has been sent to the Senate for consideration, "Procedures for Appointment/Reappointment of Department Heads." St.Pierre will send this document to Senators before the September 27, 2006 Senate meeting for review and put it on the agenda for discussion.
5. *Administrator Evaluations.* (Data need to be in the Dean's office by March 1, 2007, so we agreed to complete the process by February 1). The Steering Committee will assume responsibility for this task this year since the new Administrator Evaluation standing committee will not be in place until the 2007/2008 academic year. St.Pierre will ask the Senate at the next meeting if it has preferences for how this is handled. **John Napier** agreed to write some simple, general PROCEDURES for this committee for the bylaws.
6. *Course Evaluations.* This topic will be on the agenda for the next Senate meeting. The concern is that there is a push to have all faculty do online evaluations and that this process, which is efficient and cost-effective-- may not be in the best interests of the faculty and of the instructional mission of the college and university. **Diane Samdahl** agreed to gather information about this issue and present it to the Senate at the next meeting.
7. *ORP.* The University System has reduced the amount it contributes to the ORP retirement plan. **Wanda Stitt-Gohdes** agreed to gather some information and present it to the Senate at the next meeting.
8. *Senate Bylaws.* The committee reviewed the bylaws, suggesting changes. St.Pierre will ask the Senate to vote on a new item concerning the removal of the Senate President at the next meeting. St.Pierre will continue the revision of the bylaws.