AGENDA
Faculty Senate
Thursday, September 8 – 12:00 Noon – 2 p.m., Wilde Auditorium
& Tuesday, September 13, 2011 - 12:15 – 1:40 p.m., Auerbach, 327

Thursday September 8 (12N – 2p.m., Wilde Auditorium)
1. Call to Order, Senate Chair Saeid Moslehpour & Provost Sharon Vasquez
2. Presentation: Full Time Faculty Compensation Study, "Stakeholder Education,” Frank Casagrande, compensation consultant
3. Orders of the Day (by 2:00 p.m.)

Tuesday, September 13 (A327)
Reconvene
4. Welcome Senators – Saeid Moslehpour, Chair
5. Presentations: Provost Sharon Vasquez – Update
6. Discussion:
   - NEASC Site Visit, Oct. 16-19
   - P&T Mandatory external evaluations - Language from FPM
   - MAPP Procedural Changes
   - FPM Procedural Changes
   - 2011-2012 Senate Goals
   - 2011-2012 Senate Committee Assignments
   - Elections of Representatives for Provost’s Promotion and Tenure (P&T) & Sabbatical committees.

● Committee Reports:

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>Chair</th>
<th>COLLEGE</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Affairs &amp; Administration</td>
<td>McCloskey, Kathy &amp; Russel</td>
<td>A&amp;S</td>
<td><a href="mailto:mccloskey@hartford.edu">mccloskey@hartford.edu</a>; <a href="mailto:irussell@hartford.edu">irussell@hartford.edu</a></td>
<td>4442</td>
</tr>
<tr>
<td>Diversity</td>
<td>in (co-chairs)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Grants (Stipends)</td>
<td>Fuller, James</td>
<td>CETA</td>
<td><a href="mailto:fuller@hartford.edu">fuller@hartford.edu</a>;</td>
<td>5137</td>
</tr>
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</tr>
<tr>
<td>Faculty Senate</td>
<td>Moslehpour, Saeid</td>
<td>CETA</td>
<td><a href="mailto:moslehpour@hartford.edu">moslehpour@hartford.edu</a></td>
<td>4211</td>
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<tr>
<td>BLT (Bent/Larsen/Trachtenberg)</td>
<td>Veneri, Diana</td>
<td>ENHP</td>
<td><a href="mailto:veneri@hartford.edu">veneri@hartford.edu</a>;</td>
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</tr>
<tr>
<td>Student Affairs</td>
<td>Wetherbee, Ellen</td>
<td>ENHP</td>
<td><a href="mailto:wetherbee@hartford.edu">wetherbee@hartford.edu</a>;</td>
<td>5314</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Hansen, Dec</td>
<td>Hartt</td>
<td><a href="mailto:dehansen@hartford.edu">dehansen@hartford.edu</a></td>
<td>4128</td>
</tr>
<tr>
<td>Environmental</td>
<td>Shepela, Sharon</td>
<td>Hillyer</td>
<td><a href="mailto:shepela@hartford.edu">shepela@hartford.edu</a></td>
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<tr>
<td>Sustainability</td>
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<tr>
<td>ADDITIONAL REPRESENTATION</td>
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<tr>
<td>Ad Hoc Research Task Force</td>
<td>Stewart, Jay</td>
<td>A&amp;S</td>
<td><a href="mailto:jstewart@hartford.edu">jstewart@hartford.edu</a></td>
<td>4331</td>
</tr>
<tr>
<td>Staff Association</td>
<td>Keyo, Jennifer</td>
<td>Staff</td>
<td><a href="mailto:keyo@hartford.edu">keyo@hartford.edu</a></td>
<td>2417</td>
</tr>
<tr>
<td>Student Gov Assoc</td>
<td>Acardo, Ben (President)</td>
<td>SGA</td>
<td><a href="mailto:baccardo@hartford.edu">baccardo@hartford.edu</a></td>
<td></td>
</tr>
<tr>
<td>Part-Time Faculty Rep</td>
<td>Mueller, John Braithwaite,</td>
<td>P/T Faculty</td>
<td><a href="mailto:historyjm@hotmail.com">historyjm@hotmail.com</a>; <a href="mailto:braithwai@hartford.edu">braithwai@hartford.edu</a></td>
<td>4313</td>
</tr>
<tr>
<td></td>
<td>Ralph</td>
<td></td>
<td></td>
<td>4566</td>
</tr>
</tbody>
</table>

7. Other Business
   □ Next meeting of the Faculty Senate will be: October 11 & 13, 12:15 p.m. – 1:40 p.m.

8. Adjourn (by 1:40 p.m.)

Bylaw 4.4 “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
AGENDA
Faculty Senate
Tuesday, October 11 & Thursday, October 13, 2011 – 12:15 – 1:40 p.m., Auerbach 326

Tuesday, October 11

9. Call to Order, Chair Saeid Moslehpour
10. Review of Minutes from September
11. Presentation by Provost Sharon Vasquez - Update
12. Presentation by President Walter Harrison - Update
13. Elections of Grievance Committee Members*
14. Orders of the Day (by 1:40 p.m.)

Thursday, October 13

Reconvene

Presentations: Frederick Sweitzer, Assistant Provost and Dean of Faculty -- NEASC

15. Discussion:
   - ☐ NEASC Site Visit, Oct. 16-19

   • Committee Reports:

<table>
<thead>
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<td>Kidder, Deborah</td>
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</tr>
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16. Other Business
   - ☐ Next meeting of the Faculty Senate will be: November 8 & 10, 12:15 p.m. – 1:40 p.m.

17. Adjourn (by 1:40 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
AGENDA
Faculty Senate
November 8 & 10, 2011
12:15 – 1:40 p.m., Auerbach 326

Tuesday, November 8
18. Call to Order, Chair Saeid Moslehpour
19. Review of Minutes from October
20. Deb Kidder, U of H Service Learning Fellow
21. Presentation by President Walter Harrison – Update (Q&A) 1:00-1:15 p.m.
22. Presentation by Provost Sharon Vasquez - Update (Q&A) 1:15-1:30 p.m.

23. Orders of the Day (by 1:40 p.m.)

Thursday, November 10
Reconvene

Presentations:
24. Discussion

● Committee Reports:

<table>
<thead>
<tr>
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<tr>
<td>Administration Liaison</td>
<td>A&amp;S</td>
<td>rjacobshartford.edu</td>
<td>5186</td>
</tr>
<tr>
<td>BLT (Bent/Larsen/Trachtenberg)</td>
<td>ENHP</td>
<td><a href="mailto:veneri@hartford.edu">veneri@hartford.edu</a>;</td>
<td>4542</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Hartt</td>
<td><a href="mailto:dehansen@hartford.edu">dehansen@hartford.edu</a>;</td>
<td>4128</td>
</tr>
<tr>
<td>Executive-Faculty Senate</td>
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<tr>
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<td>Faculty Affairs</td>
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<td>Faculty Diversity</td>
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<td><a href="mailto:kidder@hartford.edu">kidder@hartford.edu</a>;</td>
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<tr>
<td>Grants &amp; Stipends</td>
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<td>5314</td>
</tr>
</tbody>
</table>

ADDITIONAL REPRESENTATION

horky@hartford.edu
svasquez@hartford.edu

| Ad Hoc Research Task Force    | A&S      | jstewart@hartford.edu | 4331                       |
| Staff Association             | Staff    | bide@hartford.edu | 2417                       |
| Student Gov Assoc             | SGA      | arakelian@hartford.edu; lamagna@hartford.edu | 4313                       |
| Part-Time Faculty Rep         | P/T Faculty | historyym@ymail.com; brathwaite@hartford.edu | 4566                       |

25. Other Business
☐ Next meeting of the Faculty Senate will be: December 8 & 13, 12:15 p.m. – 1:40 p.m.
26. Adjourn (by 1:40 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
### FACULTY SENATE OFFICE, CC 314

Tel: 860-768-4475  
Fax: 860-768-4070  

**FACULTY SENATE OFFICE, CC 314**  
**AGENDA**  
**Faculty Senate**  
**December 8 & 13, 2011**  
**12:15 – 1:40 p.m., Auerbach 326**  

**Thursday, December 8**

<table>
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<tr>
<th>Time</th>
<th>Event</th>
<th>Presenter</th>
<th>Duration</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>12:15 – 12:20</td>
<td>Call to Order</td>
<td>Saeid Moslehpour</td>
<td>5 min</td>
<td></td>
</tr>
<tr>
<td>12:20 – 12:25</td>
<td>Review of Minutes from last month</td>
<td>Saeid Moslehpour</td>
<td>5 min</td>
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</tr>
<tr>
<td>12:25-12:45</td>
<td>Update</td>
<td>President Walter Harrison</td>
<td>20 min</td>
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<tr>
<td>12:45 – 1:05</td>
<td>Presentation of Program Closing</td>
<td>Provost Sharon Vasquez/ Dean Ralph Mueller</td>
<td>20 min</td>
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<tr>
<td>1:05 – 1:15</td>
<td>Discussion/questions</td>
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<tr>
<td>1:15 – 1:25</td>
<td>Presenting – Nancy Stuart</td>
<td>Dean-Elect, Hartford Art School</td>
<td>10 min</td>
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<td>1:25 -1:35</td>
<td>Presenting Christina Pina</td>
<td>Vice President, Institutional Advancement</td>
<td>5 min</td>
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<td>1:35-1:40</td>
<td>Saeid Moslehpour - Orders of the Day</td>
<td>Staff Association/SGA &amp; PT Faculty Representatives: Invitation to e-mail Senate specific events &amp; information</td>
<td>5 min</td>
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**Tuesday, December 13**

**Reporting Committee Members & Representatives:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<td>Reconvene/Announcements</td>
<td>Saeid Moslehpour</td>
<td>5 min</td>
<td></td>
</tr>
<tr>
<td>12:20 – 12:25</td>
<td>Presentation of Curriculum Report (vote)</td>
<td>Dee Hansen</td>
<td>5 min</td>
<td></td>
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<tr>
<td>12:25-12:40</td>
<td>MAPP Changes (vote)</td>
<td>Ellen Wetherbee</td>
<td>15 min</td>
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<tr>
<td>12:40-12:55</td>
<td>FPM Changes (vote)</td>
<td>Kathy McCloskey</td>
<td>15 min</td>
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<tr>
<td>12:55-1:00</td>
<td>Faculty Diversity Report</td>
<td>Deborah Kidder</td>
<td>5 min</td>
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<tr>
<td>1:00-1:05</td>
<td>Administration Liaison Report</td>
<td>Randy Jacobs</td>
<td>5 min</td>
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<td>1:05-1:10</td>
<td>BLT (Bent/Larsen/Trachtenberg) Report</td>
<td>Diana Veneri</td>
<td>5 min</td>
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<tr>
<td>1:10-1:15</td>
<td>Grants &amp; Stipends</td>
<td>James Fuller</td>
<td>5 min</td>
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</tr>
<tr>
<td>1:15-1:20</td>
<td>Environmental &amp; Sustainability</td>
<td>Sharon Shepela,</td>
<td>5 min</td>
<td></td>
</tr>
<tr>
<td>1:15 – 1:35</td>
<td>Vice President for Finance &amp; Administration</td>
<td>Arosha Jayawickrema</td>
<td>20 min</td>
<td></td>
</tr>
</tbody>
</table>

**Attachments**

(Will be e-mailed to Senators)

13. Curriculum Report  
14. Minutes from November 2011 meeting
COMMITTEE
Administration Liaison Jacobs, Randy A&S rjacobs@hartford.edu 5186
BLT (Bent/Larsen/Trachtenberg) Veneri, Diana ENHP veneri@hartford.edu; 4542
Curriculum Hansen, Dee Hartt dehansen@hartford.edu; 4128
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Environmental & Sustainability Shepela, Sharon Hillyer shepela@hartford.edu 4374
Faculty Affairs McCloskey, Kathy Russell, Ingrid A&S A&S McCloskey@hartford.edu irussell@hartford.edu; 4406
Faculty Diversity Kidder, Deborah Barney kidder@hartford.edu; 4879
Grants & Stipends Fuller, James CETA fuller@hartford.edu; 5137
Student Affairs Wetherbee, Ellen ENHP wetherbee@hartford.edu; 5314
ADDITIONAL REPRESENTATION horky@hartford.edu svasquez@hartford.edu
Ad Hoc Research Task Force Stewart, Jay (Non-Senator) A&S jstewart@hartford.edu 4331
Staff Association Ide, Ben Staff bide@hartford.edu 2417
Student Gov Assoc Arakelian, Karen Lamagna, Victoria SGA arakelian@hartford.edu Lamagna@hartford.edu
Part-Time Faculty Rep Mueller, John Braithwaite, Ralph P/T Faculty historyjm@hotmail.com braithwai@hartford.edu 4313 4566

Other Business
☐ Next meeting of the Faculty Senate will be: January 24 & 26, 2012, 12:15 p.m. – 1:40 p.m., A326. Adjourn (by 1:40 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”

FACULTY SENATE OFFICE, CC 314
facsenate@hartford.edu
http://uhaweb.hartford.edu/facsenate/

AGENDA
Faculty Senate
Tuesday, January 24, 2012
12:15 – 1:40 p.m., Auerbach 326

Tuesday, January 24

<table>
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<tr>
<th>Call to Order</th>
<th>Saeid Moslehpour</th>
<th>5 min</th>
<th>12:15 – 12:20</th>
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<tbody>
<tr>
<td>Review of Minutes from last month</td>
<td>Saeid Moslehpour</td>
<td>10 min</td>
<td>12:20 – 12:30</td>
</tr>
<tr>
<td>Update &amp; Discussion</td>
<td>President Walter Harrison, Provost Vasquez &amp; co-chairs of Foundation of the Future task forces</td>
<td>60 min</td>
<td>12:30 – 1:30</td>
</tr>
<tr>
<td>Recess 1:40 p.m., until: 12:15 p.m., January 26.</td>
<td></td>
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<td>1:30 – 1:40</td>
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Thursday, January 26, 2012
12:15 – 1:40 p.m., Auerbach 327

Thursday, January 26  (Please note different room A327)
Reporting Committee Members & Representatives:

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<tr>
<td>2</td>
<td>Faculty Diversity Report (Update)</td>
<td>Deborah Kidder</td>
<td>10 min</td>
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<tr>
<td>3</td>
<td>FPM Changes (Vote)</td>
<td>Kathy McCloskey</td>
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<td>James Fuller</td>
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<td>Staff Association</td>
<td>Ben Ide</td>
<td>5 min</td>
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<td>9</td>
<td>SGA PT Faculty Representative</td>
<td>Victoria Lamagna, Ralph Braithwaite</td>
<td>5 min</td>
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<td>10</td>
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<td>Sharon Shepela,</td>
<td>5 min</td>
</tr>
<tr>
<td>11</td>
<td>International Studies “Introduction”</td>
<td>Sarah Reuter</td>
<td>5 min</td>
</tr>
<tr>
<td>12</td>
<td>Saeid Moslehpoor - Orders of the Day</td>
<td></td>
<td>5 min</td>
</tr>
</tbody>
</table>

**Other Business**

☐ Next meeting of the Faculty Senate will be: **February 8 & 14, 2012**, 12:15 p.m. – 1:40 p.m., A326. **Adjourn** (by 1:40 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”

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**REVIEWED AGENDA**

**Faculty Senate**  
February 9 & 14, 2012  
12:15 – 1:40 p.m., Auerbach 326

**Thursday, February 9**

**Reporting Committee Members & Representatives:**

<table>
<thead>
<tr>
<th>Call to Order</th>
<th>Saeid Moslehpoor</th>
<th>5 min</th>
<th>12:15</th>
<th>12:20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of Minutes from last month</td>
<td>Saeid Moslehpoor</td>
<td>5 min</td>
<td>12:20</td>
<td>12:25</td>
</tr>
<tr>
<td>Curriculum Report – no report (meeting cancelled)</td>
<td>Dee Hansen</td>
<td>0 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FPM Changes (Update)</td>
<td>Kathy McCloskey</td>
<td>5 min</td>
<td>12:25</td>
<td>12:30</td>
</tr>
<tr>
<td>MAPP Changes (Update)</td>
<td>Ellen Wetherbee</td>
<td>5 min</td>
<td>12:30</td>
<td>12:35</td>
</tr>
<tr>
<td>Faculty Diversity Report (Update)</td>
<td>Deborah Kidder</td>
<td>5 min</td>
<td>12:35</td>
<td>12:40</td>
</tr>
<tr>
<td>BLT (Bent/Larsen/ Trachtenberg) Report</td>
<td>Diana Veneri</td>
<td>5 min</td>
<td>12:40</td>
<td>12:45</td>
</tr>
<tr>
<td>Grants &amp; Stipends</td>
<td>James Fuller</td>
<td>5 min</td>
<td>12:45</td>
<td>12:50</td>
</tr>
<tr>
<td>Administration Liaison Report (Update)</td>
<td>Randy Jacobs</td>
<td>5 min</td>
<td>12:50</td>
<td>12:55</td>
</tr>
<tr>
<td>Environmental &amp; Sustainability</td>
<td>Sharon Shepela,</td>
<td>5 min</td>
<td>12:55</td>
<td>1:00</td>
</tr>
<tr>
<td>Staff Association</td>
<td>Ben Ide</td>
<td>5 min</td>
<td>1:00</td>
<td>1:05</td>
</tr>
<tr>
<td>SGA PT Faculty Representative</td>
<td>Victoria Lamagna, Ralph Braithwaite</td>
<td>5 min</td>
<td>1:05</td>
<td>1:10</td>
</tr>
<tr>
<td>Foundation of the Future Task Forces update</td>
<td><strong>SENATORS:</strong> Robert Black</td>
<td>20 min</td>
<td>1:10</td>
<td>1:30</td>
</tr>
</tbody>
</table>

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**FACULTY SENATE OFFICE, CC 314**

Tel: 860-768-4475  
Fax: 860-768-4070

fac senate@hartford.edu  
http://uhaweb.hartford.edu/fac senate/
Tuesday, February 14

Reconvene/Announcements
Saeid Moslehpour 10 12:15 12:25

Update & Discussion
President Walter Harrison 20 +5 12:25 12:50

Update & Discussion
Provost Sharon Vasquez 20 +5 12:50 1:15

EmPOWER Training Initiative & Discussion
Lisa Belanger 15 +5 1:15 1:35
Lynn Thibodeau

Other Business
1:35 1:40

Orders of the Day
1:40

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
### AGENDA

**Faculty Senate**  
April 10 & 12, 2012  
12:15 – 1:40 p.m., Auerbach 326

#### Tuesday, April 10

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>Saeid Moslehpour</td>
<td>5 min 12:15 12:20</td>
</tr>
<tr>
<td>Review of Minutes from last month</td>
<td>Saeid Moslehpour</td>
<td>5 min 12:20 12:25</td>
</tr>
<tr>
<td>Update &amp; Discussion</td>
<td>Provost Sharon Vasquez</td>
<td>15 +5 12:50 1:10</td>
</tr>
<tr>
<td>Integrity Initiatives</td>
<td>Jane Horvath</td>
<td>5 min 1:10 1:15</td>
</tr>
<tr>
<td>Orders of the Day</td>
<td></td>
<td>1:40</td>
</tr>
</tbody>
</table>

#### Thursday, April 12

**Reporting Committee Members & Representatives:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconvene/Announcements</td>
<td>Saeid Moslehpour</td>
<td>4 min 12:15 12:19</td>
</tr>
<tr>
<td>Staff Association Presentation</td>
<td>Evelyne Haldimann</td>
<td>10 min 12:19 12:29</td>
</tr>
<tr>
<td>Curriculum Report</td>
<td>Dee Hansen</td>
<td>5 min 12:24 12:28</td>
</tr>
<tr>
<td>FPM Changes (Update) <strong>Officers slate discussion</strong></td>
<td>Kathy McCloskey</td>
<td>4 min 12:28 12:32</td>
</tr>
<tr>
<td>MAPP Changes (Update)</td>
<td>Ellen Wetherbee</td>
<td>4 min 12:32 12:36</td>
</tr>
<tr>
<td>Faculty Diversity Report (Update)</td>
<td>Deborah Kidder</td>
<td>4 min 12:36 12:40</td>
</tr>
</tbody>
</table>

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**Other Business**

☐ Next meeting of the Faculty Senate will be: **April 10 & 12, 2012**, 12:15 p.m. – 1:40 p.m., A326.

**Adjourn** (by 1:40 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”

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**FACULTY SENATE OFFICE, CC 314**

Tel: 860-768-4475  
Fax: 860-768-4070

**AGENDA**

- Faculty Senate  
- April 10 & 12, 2012  
- 12:15 – 1:40 p.m., Auerbach 326

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**Attachments**  
(E-mailed to Senators)

20. Minutes from March 2012 meeting  
21. Curriculum Committee Report (Thur)
### BLT (Bent/Larsen/Trachtenberg) Report
- **Diana Veneri**
  - Duration: 4 min
  - Time: 12:40 to 12:44

### Grants & Stipends
- **James Fuller**
  - Duration: 4 min
  - Time: 12:44 to 12:48

### Administration Liaison Report (Update)
- **Randy Jacobs**
  - Duration: 4 min
  - Time: 12:48 to 12:52

### Environmental & Sustainability
- **Sharon Shepela**
  - Duration: 4 min
  - Time: 12:52 to 12:56

### Staff Association
- **Ben Ide**
  - Duration: 4 min
  - Time: 12:56 to 12:58

### SGA
- **Victoria Lamagna**
  - Duration: 2 min
  - Time: 12:58 to 1:00

### Part Time Faculty Representative
- **Ralph Braithwaite**
  - Duration: 2 min
  - Time: 1:00 to 1:05

### Foundation of the Future Task Forces update
- **SENATORS:**
  - Robert Black; Mary Fister
  - Jim Fuller, Dee Hansen, Deb Kidder
  - Duration: 5 min
  - Time: 1:05 to 1:20

### State of the Information Technology Services
- **George Brophy**
  - Duration: 10 min +5 min
  - Time: 1:20 to 1:40

### Other Business
- Next meeting of the Faculty Senate will be: **May 8 & 10, 2012**, 12:15 p.m. – 1:40 p.m., A326.

### Adjournment
- Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”

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**AGENDA - Faculty Senate**

**May 8 & 10, 2012**

**12:15 – 1:40 p.m., Auerbach 326**

<table>
<thead>
<tr>
<th>Task</th>
<th>Presenter</th>
<th>Duration</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>Saeid Moslehpour</td>
<td>5 min</td>
<td>12:15</td>
<td>12:20</td>
</tr>
<tr>
<td>Welcome New Senators</td>
<td>Saeid Moslehpour</td>
<td>5 min</td>
<td>12:20</td>
<td>12:30</td>
</tr>
<tr>
<td>Review of Minutes from last month</td>
<td>Saeid Moslehpour</td>
<td>5 min</td>
<td>12:30</td>
<td>12:35</td>
</tr>
<tr>
<td>Update &amp; Discussion</td>
<td>President Harrison</td>
<td>20 min +5</td>
<td>12:35</td>
<td>1:00</td>
</tr>
<tr>
<td>Undergraduate Recruitment</td>
<td>Chuck Colarulli &amp; Rick Zeiser</td>
<td>15 min</td>
<td>1:00</td>
<td>1:15</td>
</tr>
<tr>
<td>Election of Officers for Faculty Senate</td>
<td>Sharon Shepela</td>
<td>15 min</td>
<td>1:15</td>
<td>1:30</td>
</tr>
<tr>
<td>Orders of the Day</td>
<td></td>
<td></td>
<td></td>
<td>1:40</td>
</tr>
</tbody>
</table>

**Thursday, May 10 (Refreshments will be served)**

**Reporting Committee Members & Representatives:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Presenter</th>
<th>Duration</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconvene/Announcements (FoF Statements, Resolution, and Vetting Plan); votes</td>
<td>Saeid Moslehpour</td>
<td>5 min</td>
<td>12:15</td>
<td>12:20</td>
</tr>
<tr>
<td>Curriculum Report</td>
<td>Dee Hansen</td>
<td>5 min</td>
<td>12:20</td>
<td>12:25</td>
</tr>
<tr>
<td>FPM Changes (Update &amp; ballot vote)</td>
<td>Kathy McCloskey</td>
<td>5 min</td>
<td>12:25</td>
<td>12:30</td>
</tr>
<tr>
<td>MAPP Changes (Update)</td>
<td>Ellen Wetherbee</td>
<td>5 min</td>
<td>12:30</td>
<td>12:35</td>
</tr>
<tr>
<td>Faculty Diversity Report (Update)</td>
<td>Deborah Kidder</td>
<td>5 min</td>
<td>12:35</td>
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<tr>
<td>BLT (Bent/Larsen/Trachtenberg) Report</td>
<td>Diana Veneri</td>
<td>5 min</td>
<td>12:40</td>
<td>12:45</td>
</tr>
</tbody>
</table>

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Tel: 860-768-4475
Fax: 860-768-4070

**e-mail:** facsenate@hartford.edu

**http://uhaweb.hartford.edu/facsenate/**

**Attachments**

22. Minutes from April 2012 meeting
23. Curriculum Committee Report (Thurs)

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**University of Hartford**
Grants & Stipends  
James Fuller  
5 min  
12:45  
12:50  
Administration Liaison Report (Update)  
Randy Jacobs  
5 min  
12:50  
12:55  
Environmental & Sustainability  
Sharon Shepela,  
5 min  
12:55  
13:00  
Staff Association  
Ben Ide  
5 min  
1:00  
1:05  
SGA  
Victoria Lamagna  
5 min  
1:05  
1:10  
Part Time Faculty Representative  
Ralph Braithwaite  
5 min  
1:10  
1:20  
Foundation of the Future Task Forces update  
SENATORS: Robert Black; Mary Fister; Jim Fuller; Dee Hansen; Deb Kidder  
5 min  
1:20  
1:25  
Other Committees Representation  
- F/T Faculty Comp.-Laura Pence  
- Budget Advisory Team-Jim Fuller  
- Benefits Task Force-Scott Scribner  
- Sabbatical-Jaclyn Conley  
- Status of Women-Saeid Moslehpour  
1:25  
1:40  
Adjournment  

Other Business
☐ Next meeting of the Faculty Senate will be: September 11 & 13, 2012, 12:15 p.m. – 1:40 p.m., A327.
☐ Adjourn (by 1:40 p.m.)  
Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”

Minutes of Faculty Senate
Submitted by Ellen Wetherbee

September 8, 2011  
Faculty Senate met with other faculty to attend a presentation made by Frank Casagrande, compensation consultant. The meeting was held in Wilde Auditorium

September 13, 2011  
Guests: Maria Marques; Staff Association: Jennifer Keyo; Student Government Association: Karen Arakelian, Victoria Lamagna. Part-Time Faculty: Ralph Braithwaite (Barney)  
Absent (Senators): A&S: Travis Tucker; HARTT: Robert Black; HAS: Jaclyn Conley  
Welcome: New members of the Senate introduced themselves.
Presentation by Provost Sharon Vasquez: The Provost provided the Senate with an update regarding the NEASC (New England Association of Schools and Colleges) accreditation. There are 6 regional accreditation bodies in the nation, which are empowered by the state and federal government to accredit schools and colleges. NEASC accreditation is performed every 10 years and is a high stakes venture. Without this accreditation, we will not be eligible to provide financial aid. The NEASC report has taken 2 years to prepare. It summarizes the University’s activities since 2001. The purpose of the document is to serve as a reflective exercise on what the University has done well and what needs further progress. Development of the document was headed by a steering
committee, which broke down into 11 subgroups. The subgroups each developed a chapter for the review document. There were 61 people who wrote the review document and about 30 people performed an initial review, 7 read it again, and 5 provided a final review. The final version of the review document is available at www.hartford.edu/neasc.

There are a number of things that have been learned through the process of this review. At the midcourse review, 5 years into the accreditation cycle, it was suggested that we needed to review our graduate education. As a result, a Dean of Graduate Studies was appointed. One of his charges was to determine how research could be enhanced in these programs. After the current 10 year review, we have learned that our mission and values are reflected in the things that our University does. Also, our processes and planning are becoming much more integrated. We have invested efforts toward student recruitment and retention through increased support services, one-on-one interactions with faculty, early academic warning system, and the “Summer Bridge” program. Our student body has increased in diversity and we have implemented ways in which to assess students’ learning for targeted skills. Finally, it is clear that faculty are teachers/scholars, we have enhanced and increased our physical plant and we are in a solid financial condition, with a B++ bond rating.

There are challenges that remain. We need to perform more data auditing and increase investment in institutional research so that we can make informed decisions. We need to consider that there are 18 disciplinary accreditations for specific University programs, support these programs and maintain overall progress. Deferred maintenance is a huge budget issue and short and long term plans need to be assessed. The library needs to be analyzed to determine what kinds of growth and needs it has for the future. We need to evaluate enrollment discount rates, since we are a tuition driven school. A new consultant has been hired to advise us in our strategy for this. We have lost ground in terms of faculty salaries. Frank Casagrande has been hired to provide advice about this issue. Finally, faculty diversity has not significantly increased over the past 10 years. We are considering our search strategies and McLean Fellows program in an effort to improve these numbers.

The review team will visit campus On October 16-19, 2011, at which time they will pose questions to University leaders, faculty, and students. The team will consist of 9 members, who will review campus conditions in an effort to validate the self-study. There will be an opportunity for faculty to communicate with the team in an open forum. The Provost’s Corner on UNotes will provide information regarding the review team’s schedule. There will be a decision from NEASC in Spring, 2012.

This concluded the Provost’s presentation regarding NEASC. She looks forward to speaking about the Academic Strategic Plan at the next visit to Senate.

Meeting minutes: May 2011 Senate meeting minutes were approved.

Briefing of summer activities: At the end of the Spring ’11 semester, there was an announcement made regarding external reviews and the fact that the name of external reviewers would not be known to the individual being considered for promotion or tenure. There was little response to the announcement. Subsequent to the announcement, there has been a review of the Faculty Policy Manual, which does not mention anything about reviews being “blind.” Senators voiced concern that the Senate was not consulted about this significant change in the process of promotion and tenure. There was thought that due process had been circumvented. There was a suggestion that the Faculty Affairs Committee develop language for a resolution about this issue and the resolution would be reviewed by the Senate.

Nominations for Committees: Provost Promotion and Tenure Committee nominations were reviewed. Nominations included Devdas Shetty from CETA and Chittaranjan Shahay from CETA. There were no further nominations from the floor of the Senate. (Post meeting, the provost has accepted Devdas Shetty to serve on the Provost P&T committee for a three year term.)

Sabbatical Committee nominees included: Andrew Craft, Don Ellis, Suhash Ghosh, Theodore Sawruk, and Ladimer Nagurney. The Senate voted to present Andrew Craft and Don Ellis. (Post meeting: Assistant Provost has accepted Andrew Craft to represent the Faculty Senate.)

Report by Senate Committees: It was announced that each Committee will have a specific place on Blackboard.

Curriculum Committee: Curriculum changes, as documented by the committee were all approved.
**Student Affairs Committee:** The first committee meeting will be held with available committee members, Lee Peters, and a member of the Student Government Association on Sept. 14, 2011 in Lee Peters’ office.

**Faculty Affairs Committee:** This committee will develop language regarding a resolution to the promotion and tenure process regarding external reviews. The proposed resolution will be reviewed by the Senate.

**Student Assessments:** Barney School of Business Dean James Fairfield-Sonn and Associate Dean of Academic Management Farhad Rassekh informed Senate that they would be piloting online student evaluations. This has grown out of the observation that students use this method to review online courses, already. Barney will be piloting online student evaluations for 1 year. An assessment will be done regarding the process. The hope is that this method will be more reliable and efficient. It could potentially save 7,000 forms from being developed and distributed, each semester, as well as minimize the human errors that occur with the traditional methods of student assessment.

We concluded the session at 1:45

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**Faculty Senate Meeting Minutes**  
Oct. 11, 2011

Attendees: A&S: Marco Cupolo, Randy Jacobs, Kathy McCloskey, Laura Pence, Erin Striff, Travis Tucker, Fei Xue.  
Barney: Andy Hao, Deborah Kidder.  
CETA: Patricia Melodge, Saeid Moslehpour, Michelle Vigeant.  
ENHP: Katherine Lewis, Lucy Richard, Diana Veneri, Ellen Wetherbee.  
HARTT: Dee Hansen, Rita Porfiris, Joshua Russell, Peter Woodard.  
HAS: Jeremiah Patterson, Jaclyn Conley.  
Hillyer: Stephan Bullard, Mary Fister, Scott Scribner, Sharon Shepela

Guests: Walter Harrison, Sharon Vasquez, Ralph Braithwaite (P/T-Barney), Karen Arakelian and Victoria Lamagna (SGA)

Meeting called to order at 12:15 p.m.

The minutes from the previous meeting (September 2011) were approved.

**Elections:** Two faculty members were nominated and elected to the University Grievance Committee: Maria Frank, A&S, and James Vivian (A&S).

**President Walter Harrison remarks:** The review committee for NEASC will be arriving on Oct. 16 and will be on site until Oct. 19, 2011. This accreditation review is not meant to replace or supplement programmatic reviews. The purpose is to review the major issues the University is facing, such that broad topics are assessed—e.g. faculty issues, physical plant, finance. Nine people are picked to perform this assessment for NEASC. The self-study is posted on the University website and it reflects on what the University does well and where more work is needed. The review team will probe the University community to determine if the document is an accurate reflection of what really exists on campus. President Harrison encouraged faculty to greet members of the team and to feel free to state whatever they feel is important. The dates and times of open forums for faculty to meet the team are listed on the Provost’s website and will go out to faculty via email. On Oct. 19, the team will deliver an exit interview, at which time they will disclose what they intend to report to NEASC. In March or April, the President will meet with the head of the committee to respond to their questions.

The President also reviewed some cautionary information about the budget. Last year, the total enrollment was 7,180 students, with 4,694 being undergraduates. The University budgeted for 4,675 undergraduate students, but we enrolled 4,595. The present total enrollment is 7,055, which is a decrease of 126 student, altogether. Most of the attrition is due to a loss of returning students. President Harrison speculates that this loss of students may be due to their inability to secure loans, but he knows that further analysis must be done. One positive aspect of budgeting for this year is that there has been a reduction in the discount rate, so there is more revenue/student. Overall, despite the loss of students, President Harrison feels that our budget this year will be alright because there is a reserve of $1 million and a surplus from last year. A question came up regarding the academic profile of the students who did not return. President Harrison does not know what the
current profile is, however in the past, the loss of students represented students across the academic performance spectrum. The University is working with Maguire Consultants to identify what the discount rate should be for students. This firm provides consulting to a large number of institutions of higher education. Their strategy is to consider each student’s profile before deciding what to offer for financial aid. Our previous consultant offered more advice based on aggregate data. The President is encouraged by their work. One positive outcome is the average SAT scores of incoming students increased by 6 points this year. President Harrison feels that we may have under awarded CT residents, this year, and he would like to see this change. A barometric of success for the future will be student retention and greater ability of enrolled student to contribute more. Bond rating agencies do look at the discount rate that schools offer. However, there is still a goal to bring students here who can do the work, without sacrificing commitment to those with challenging socioeconomic situations.

One area that President Harrison would like to explore is attracting students after they graduate from 2 year colleges. Funders are interested in awarding money to students that are transferring. If this were to happen, there will be curricular issues that will need to be addressed.

**Provost Sharon Vasquez remarks:** The Provost commented that commuter students did not benefit as much from financial aid because assumptions were made about their needs that may not have been accurate. These financial aid packages were refigured once this inaccuracy was determined.

The Provost announced that she has put money aside for funding faculty research and development. At this point, she projects that she will be able to infuse about $162,000 for these purposes. She will be working on a mechanism to review and award these funds. She has been told by the professional development office that there is quite a bit of diversity as to the professional development funds that are available to each college and this needs assessment.

The Provost issued an apology about implementing a plan in which external reviewers’ identities were not revealed to candidates for promotion and tenure. She admitted that she should have been more sensitive to making changes about the P&T process. She admitted to giving greater consideration to external reviewers who have, at times, expressed concern that their identities are not kept blind from their reviews and are known to the candidates. Going forward, she would like to explore some inconsistencies that she has noted between colleges’ P&T process and she would like to revisit the issue of “blind” external reviews. She does realize, however, that any proposed changes will need to be vetted by Faculty Senate.

The Provost reviewed the Strategic Plan that was implemented 5 years ago. One area that was targeted was to recruit and retain part-time faculty. Last year their pay reflected an increase in $25/credit hour and this year it went up to $50/credit hour.

A question came from the floor as to the need for a cost/benefit analysis on what we spend on sports, particularly the sports that are not as well known to the University. The Provost mentioned that this will be a part of the review of the Program Prioritization Committee.

Another goal was to increase faculty diversity. Currently, embedded in the policies regarding faculty search committee are many “best practices,” with the goal of recruiting a more diverse faculty. All chairs of search committees will need to participate in a workshop that is issued by Assistant Provost, Fred Sweitzer. Tracking on diversity will be kept for each search.

Student retention has been assisted by Vampire Tutoring and the Early Academic Warning System. How to achieve high academic quality in our programs has been addressed by identifying the core elements of a liberal education. We have identified one of these elements to be writing outcomes. Data will be collected in TracDat. We will need to know what to do with this data.

In terms of interdisciplinary work, Provost Vasquez said that our size makes this kind of cooperation easier, but we should explore more ideas about this issue. Implementing issues around the Values Initiative is moving forward. Provost Vasquez would like to have a teaching and learning center for faculty and thinks that it should be funded by a donor. The technology strategic plan was completed, but now it needs to be updated. There needs to be greater availability of computers in general purpose classrooms.

Provost Vasquez will be convening a Library Committee and she would like this committee to project the library’s needs 10 years into the future.
She concluded her comments by noting that the Academic Strategic Plan is on her blog.

Meeting recessed at 1:45 p.m., until October 13 at 12:15 p.m.

Faculty Senate Meeting Minutes
Oct. 13, 2011

Guest: Fred Sweitzer, Ralph Braithwaite (P/T-Barney)
Meeting called to order at 12:15 p.m.

Faculty Affairs Committee: There was considerable discussion regarding the resolution that had been developed as a consequence of the change in the P&T process regarding “blind” external reviews. Three options were discussed: a. table the resolution, b. change the language of the resolution, c. issue a statement for the purpose of documenting the events leading to the development of a resolution and the end result. The discussion surrounding this issue was two pronged. Faculty expressed concern that there had been a procedural change implemented in the P & T process without consultation of Faculty Senate. Additionally, faculty discussed their concerns about a “blind” external review process. After discussion, there was a move to table the resolution, which was seconded and unanimously upheld. Subsequently, there was a move to write the Provost a letter acknowledging her apology and her verbal guarantee that changes to the FPM will be submitted for review to Senate, prior to implementation. This motion was seconded and unanimously upheld. Faculty Affairs Committee has been charged with creating this letter.

Further discussion ensued regarding those individuals who are currently being reviewed for promotion and/or tenure. It was agreed that the college Deans should have considered the language of the FPM prior to implementing the “blind” external review process. It was agreed that they are in a position to verify that appropriate processes are followed by reviewing the FPM. It was verbally agreed that the Deans should be copied on the Provost’s letter.

Student Affairs Committee: Faculty reviewed the “MAPP Change Proposal Steps.” It was generally thought that the language describing the subcommittees should be eliminated because this makes the process less clear. In essence, the Faculty Senate and Office of the Provost initially review MAPP changes. It is the prevue of each of these entities to send proposed changes to their appropriate subcommittees. The language of the “MAPP Change Proposal Steps” will be reviewed by the Student Affairs Committee and a more streamlined proposal will be forthcoming.

Student Affairs Committee has been considering some issues surrounding plagiarism that Vice President for Student Affairs Lee Peters has brought forward. Namely, there is a wide variation in how faculty choose to handle issues of plagiarism, which is sometimes confusing for students to reconcile. The committee is discussing the benefits of standardizing some of the processes related to student plagiarism, without adversely limiting academic freedom.

Two MAPP changes have been proposed. Assistant Provost and Dean of Faculty Affairs, Fred Sweitzer, has proposed an addition to the MAPP which would ensure that the learning outcomes of multiple sections of the same class be the same in the syllabus. He feels that this needs to be added so that we are in compliance with NEASC guidelines. Additionally, Associate Provost and Dean of Undergraduate Students, Chuck Colarulli has proposed policies regarding failures due to academic dishonesty. As proposed, an F due to academic dishonesty will continue to be figured in to the overall GPA, even if the student retakes the course and obtains a higher grade. These changes will be considered.

Finally, a MAPP change regarding policies related to absences had been passed by Faculty Senate in 2007. These changes were unanimously voted down by the CAD. The proposed MAPP changes
were never considered further and should be reviewed by Senate Deans Joint Committee since there seems to be an impasse.

**Fred Sweitzer comments:** Fred briefly reviewed some aspects related to the NEASC visit. The visit will ask us to comment on whether efforts in the strategic plan have been productive, the values initiative and whether the mission statement has made a difference in our academic life. Additionally, we will need to demonstrate that our data and evidence that we collect informs what we do.

Fred also commented on the University’s efforts related to recruiting more diverse faculty. Systems are being set up so that we have greater ability to assess strategies for tracking the effectiveness of our efforts. In Academic Year 2010, all applicants received application data sheets and were returned by the Deans to Fred. In 2010, 46% of the applicants returned these forms and in 2011, 58% of the applicants returned the forms. Fred reviewed extensive data on the applicant and hiring information from the last 2 years, which he can make available on request. A five year summary of our faculty make-up is as follows:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>'07-'08</th>
<th>'08-'09</th>
<th>'09-'10</th>
<th>'10-'11</th>
<th>'11-'12</th>
</tr>
</thead>
<tbody>
<tr>
<td>% female</td>
<td>36</td>
<td>37</td>
<td>37</td>
<td>38</td>
<td>38</td>
</tr>
<tr>
<td>% minority</td>
<td>11.66</td>
<td>11.61</td>
<td>13.31</td>
<td>13.51</td>
<td>14.20</td>
</tr>
</tbody>
</table>

We advertise our jobs in Higheredjobs.com and in the Chronicle. We also advertised in Diversejobs.net. Fred said that in the recent past, we have done a better job of getting minorities in the applicant pool. Sometimes, minority applicants were not hired because it clearly was not an appropriate match. Fred stated that an upcoming priority is to work on targeting unintentional bias, that may occur, within each discipline.

**Curriculum Committee:** There was a motion to approve all the proposed curricular changes, which was seconded and unanimously approved.

**Faculty Affairs Committee:** There is a proposal on the table regarding FPM changes for “blind” external reviews, which is being considered by the committee.

**Environmental & Sustainability Committee:** Residential Halls A, B, C, and D are in the midst of their power consumption contest. The residents in the hall with the least power consumption will all receive sweatshirts.

*Meeting was adjourned at 1:40 p.m.*

**Faculty Senate Meeting Minutes**

DRAFT – FOR APPROVAL

November 8, 2011


**Guests Present:** Walter Harrison, President and Sharon Vasquez, Provost. Maria Marques; Staff Association: Ben Iden; Part-Time Faculty: Ralph Braithwaite (Barney)

**Absent (Senators):** Barney: Susan Machuga; CETA: Patricia Mellodge; HARTT: Robert Black; Dee Hansen, Rita Porfiris; HILLYER: Stephan Bullard, Mary Fister

**Introductions:** Ben Ide was introduced as the new representative from UHA staff. Ben works in Mortensen library. Jaclyn Conley, new senator from HAS, was introduced. This is her second year as a full-time faculty member at the University, but she had been an adjunct, previously.
Announcements: Sharon Shepela announced that a consortium of peace educators is sponsoring a speaker who will talk about the Arab Spring. The lecture will be held in Mali I from 2:55-4:50 on 11/28/11.

Motion to approve the October 11 and 13, 2011 Senate Meeting Minutes was approved, with an amendment to include that the Provost has agreed to abide by the policies of the FPM regarding external reviewers.

It was announced that the Senate officers are meeting in Senate Deans Joint Committee to discuss MAPP proposals that were passed by Senate, but not by COD. These issues include policies regarding program closures and class absence. Additionally, the policy regarding grants, implemented by the Provost’s office is being discussed.

Deb Kidder is our University Service Learning Fellow. She will be making presentations to all colleges regarding her ability to serve as a resource for those who are interested in knowing more about service learning possibilities in their courses. She and Fred Sweitzer will be conducting a one day workshop on this subject in January.

Administrative Liaison Committee: Work has been divided with specific point people assigned. Due dates have been scheduled for reporting. There will be work related to the International Department, Institutional Advancement, and Institutional Development. The head of Institutional Advancement position is still an interim position. There is a perceived need to have faculty engaged in outreach and there needs to be a discussion with this department as to what role faculty can play. To date, the Department of Institutional Advancement has indicated interest in this kind of collaboration.

BLT Committee: The call for nominations for these awards has been issued.

Curriculum Committee: There was a motion to approve the changes noted in the Curriculum Committee’s report, which was approved unanimously.

Executive Committee: There was no meeting of the Executive Committee prior to this meeting due to the storm-related University closure. The Provost has a list of faculty and senators who will be asked to serve on the Program Prioritization Committee. The Provost felt that it was not appropriate for non-tenured faculty or the Chair of Faculty Senate to serve on this committee. Additionally, there was an effort to obtain representation across colleges. A request for nominations for this committee was posed to Senate and none were received.

Environmental and Sustainability Committee: Laura Pence reported that the residential halls’ power use competition was placed on hiatus on the Friday, Oct. 28th at midnight due to the storm and resumed on Nov. 7. The competition has been extended through Sunday, Nov 13. The winners of the competition will receive sweatshirts. ARAMARK will be sponsoring a party for residents in the hall that comes in 2nd place. There will be a one day competition on Nov. 15 where glow in the dark wrist bands will be issued to the winners.

Laura also reported that the dam is to be replaced this summer, which will make the road unusable for about 1 month. The dam rebuild will not affect the potential for flooding. It will allow better migration of wildlife up the river.

In terms of campus facilities, a biodiesel shuttle bus has been purchased. Additionally, heating/ventilation control systems will be retro fit for some of the most urgent buildings starting with Hillyer Hall, Auerbach Hall, Fuller Hall, UT Hall, and the Computer Center with an eye toward greater environmental comfort, deferred maintenance, and reducing energy costs. The retrofitting of buildings needs to be assessed on a building by building basis to consider the up-front costs vs. potential for return on investment.

Laura mentioned that there will be recycling issues when people move into the Shaw Center-e.g. disposal of white paper, textbooks, etc. She would like people to email her with issues that they anticipate regarding the move and what types of recycling might be most advantageous.

Sharon Shepela noted that there needs to be greater effort to change the culture related to sustainability, particularly amongst students. There is approximately $250,000 in property damage incurred in student residential areas every year, which contributes to environmental waste. It was suggested that Jane Horvath might be instrumental in gaining student enthusiasm for E&S through the Values Initiative. Sharon offered suggestions such as getting engineering students involved and developing a major in E&S. Sharon will be approaching Walter Harrison to develop an actual
budget for the President’s Commission on E&S so that there may be funds available for proposals brought forth by students and others.

Remarks by President Harrison: Walter expressed thanks for support by faculty when the NEASC committee performed their site visit. The NEASC exit interview was indicative of positive findings by the committee. They praised the progress that has been made in the past decade and the pervading sense of camaraderie on campus. The committee felt that everyone understood the University’s mission statement and that the self-study was a model for other self-studies. The team chair told Walter that he should be proud.

Walter reported on the aftermath and events related to the storm. He felt that, all told, the University managed the situation as well as possible. Saturday night during the storm was very difficult due to the need for students to relocate to areas on campus. On this first night, approximately 150 students moved into Gengras and about 100 cots were found. The brick residential buildings had power and some students moved into this residence. There were some University employees who had been on campus for 16 hours/day. The Sports Center was opened up to allow people to shower. Additionally, neighbors of the University were invited to come on campus for food. Walter expressed that the University would like to be responsive to the needs that students have as a result of this storm and that some degree of flexibility may be required to accommodate some of their needs. He received email from many parents, which he responded to directly. He felt that about 95% of the parents who emailed expressed positive feelings about the manner in which the University was dealing with the situation. Walter will conduct an assessment of what was done well and what we need to do to increase preparedness in the event of another emergency such as this one. He invited everyone to email him with suggestions.

Remarks from Sharon Vasquez: Although classes have resumed, Sharon is aware that students may still be feeling considerable stress from the situation related to the storm. She has set up some workshops regarding coping strategies. She acknowledged that there were staff, particularly in food services and public safety, who were here working 24/7. Two days have been added to the academic calendar. She realizes that this may impact students with flights and would like faculty to consider being as flexible as possible.

Remarks from Chuck Colarulli: The 10th week deadline for changing the status of classes was moved out to Nov. 14. On-line registration was temporarily turned off due to the possibility of hurting Seniors’ ability to register for classes that they need to graduate on time. Faculty advisors need to be aware that Seniors’ class sign-up needs will need to be accommodated. Faculty will need to make individual assessments of students’ needs as it relates to exam scheduling. He encouraged faculty to steer students to Vampire Tutoring and the Student Success Center to assist with gaps in learning that may have occurred as a result of the loss of class-times. He also stressed that RAs and professors should be watchful of students’ stress during this time.

Additionally, Public Safety was worried during this time because they understood that this was a “soft closure”-i.e. allowing faculty in the academic buildings. Consequently, they did not necessarily know who was in the building at all times.

Meeting adjourned: 1:40

Faculty Senate Meeting Minutes
Nov. 10, 2011


Guests Present: Maria Marques; Staff Association: Ben Iden; Part-Time Faculty: Ralph Braithwaite (Barney)
Absent (Senators): A&S: Marco Cupolo, Travis Tucker, Fei Xue; Barney: Susan Machuga; Hartt: Robert Black; Joshua Russell; HILLYER: Stephan Bullard, Mary Fister

Attendees:

Announcements: Facebook is being created on the Senate webpage. Pictures are being taken of senators so that people can identify the senators.

Peter Woodard from the Hart School announced that there will be jazz recitals in December and wanted to encourage the University community to take advantage of these recitals.

Faculty Affairs Committee: Fred Sweitzer, Assistant Provost, has proposed language for the FPM regarding external reviews. FAC will be considering this at their next meeting. Each FAC member was tasked with finding information about other academic institutions’ policies surrounding external reviews. The information collected by the committee revealed that 9 institutions conducted a “blind external review,” in various forms, and 14 institutions either allowed a candidate to know who reviewed them or did not have outside reviewers. There was a lack of pattern as to the type of institution and its policy regarding external reviews. This information was forwarded to the Provost, who expressed the need to provide information with the appropriate benchmarking of institutions. Suggestions were made to the Provost that a task-force be set up to systematically perform a review. It was suggested in Senate that Survey Monkey is a vehicle to perform this kind of analysis. The Senate also discussed the proposed language about the need for external reviews to be at “arm’s length.” There was concern about how this may be difficult in some highly specialized fields of discipline. However, it was acknowledged that an individual, such as a coauthor or doctoral advisor should not be considered to serve as an external reviewer. A senator commented that having for (4) external reviewers is not a bad idea. The letter from Deans which requests an individual to provide a review asks that the reviewer explain his/her relationship to the candidate. If a candidate is progressing well with a scholarly agenda, it becomes difficult to abide by a rigid “arm’s length” policy. A suggestion was to task each college to discuss this matter and have senators bring this information back to Senate. A comment from the floor of the Senate was that if a particular college has a problem with the current policies regarding external reviewers, perhaps they could put language in their own college’s P&T guidelines that would satisfy the needs of their college.

Additionally, a policy regarding how much money faculty can receive for grants has been forwarded by the Assistant Provost’s office. Previously, there was no policy and consideration was provided on a case-by-case basis. In particular, the new policy restricts the amount of money that an individual can be awarded during the summer. FAC would like clarification as to why there should be a restriction on summer pay. FAC will be seeking information from the University General Counsel’s office as to the legal issues surrounding this issue.

Student Affairs Committee: Proposed changes to the MAPP were presented as follows: 1. Process for making a change to the MAPP, 2. Chuck Colarulli’s proposal regarding a failure due to academic dishonesty, 3. Chuck Colarulli’s proposal regarding grades and credits, and 4. Fred Sweitzer’s proposal regarding learning outcomes in multiple sections of the same course. Senate discussed the need for faculty to have a mechanism to make the “FX” distinction when issuing final grades, as it relates to the academic dishonesty proposal. Additionally, if this proposal was to be adopted, faculty would like an explanation of the “FX” grade to be included in the proposal regarding grades and credits. There was also discussion about the use of the grade “I,” as it is currently defined in the MAPP. Senators suggested that there were times when students did not show for a final exam, despite adequate performance prior to the final. It was agreed that “I” was not an appropriate grade to give in these situations. Instead, faculty should issue a final grade, based on calculations without the final test. If the student approaches faculty about their absence and there needs to be a subsequent grade change, the MAPP has a mechanism to do this. Senators were tasked with reviewing these proposals with their respective college faculty so that Senate can vote on them in the next session.

Diversity Committee: This committee has two goals, which are to come up with a list of discipline specific sources to increase the diversity of faculty recruitment. Additionally, the committee is working on getting a “Diversity Link” on the University website and will be working with Fred...
Sweitzer on what will be included on this link. The committee will also be discussing the “Diversity Toolkit.”

**Miscellaneous:** HAS has a new dean. Mary Frey had been serving as Interim Dean and served on the search committee for the new dean. Nancy Stewart is now the dean-elect and comes to us from the Cleveland Art Institute, where she played an instrumental part in their program’s restructuring. Nancy is contracted to be here for 3 years and will then be considered for renewal of a contract at that time.

Program Prioritization (since renamed Foundation for the Future), will have Senate representation from Mary Fister. Harry Workman, who will also be serving on the committee, has agreed to brief Senate, as well. There was a suggestion from the floor of the Senate that there should be a parallel committee by the Senate. It was expressed that every college be prepared to offer proposals for their own strategic plan.

A request has been made to the Provost for a report to the Senate regarding the activities of the Committee on Compensation.

The meeting adjourned at 1:40 p.m.

The next meeting of the Faculty Senate will be December 8 and 13, 2011, in the A326 classroom.

Submitted by Ellen Wetherbee, Secretary

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**Faculty Senate Meeting Minutes**  
**Thursday, December 8, 2011**

**Attendance:**
A&S: Randy Jacobs, Kathy McCloskey, Laura Pence, Erin Striff, Fei Xue  
Barney: Deborah Kidder, Ke Yang  
CETA: James Fuller, Patricia Mellodge, Saeid Moslehpour, Michelle Vigeant  
ENHP: Katherine Lewis, Lucy Richard, Diana Veneri, Ellen Wetherbee  
Hartt: Robert Black, Dee Hansen, Joshua Russell, Peter Woodard  
HAS: Power Boothe, Jeremiah Patterson, Jaclyn Conley  
Hillyer: Stephan Bullard, Scott Scribner, Sharon Shepela

Absent: Marco Cupolo, Ingrid Russell, Travis Tucker, Andy Hao, Susan Machuga, Rita Porfiris, Mary Fisher

Guests: Ben Ide (Staff Association), Ralph Braithwaite (P/T Barney), President Walter Harrison, Provost Sharon Vasquez

**Announcements:** Meetings of the committee, “Foundation for the Future,” have started. There are 2 arms of this committee-Academic and Administrative. The Senate is represented by four faculty members.

**Previous Meeting Minutes:** Approved.

**Curriculum Committee:** All of the proposed changes were approved by Senate. It was noted that CMM 290, which is listed as a “Special Topics” course, does not need a vote yet and did not need to be included in the proposed changes.

**President, Walter Harrison:** There are 4 major initiatives that the President has marked as being priority projects, i.e., Marketing and Branding, Foundation for the Future, Faculty Compensation, and Library Planning. He noted that the University has experienced significant change and improvements over the past 13 years. To continue to get better, we need to consider the changes that are impacting us, such as the economy and student demographics. We need to bring in more revenue, find ways to spend more efficiently, attract more and better academically-prepared students, and get donations. President Harrison has put together a campaign plan directed at obtaining more donations. We are challenged by the fact that the projected Northeast demographics
for prospective college students over the next few years indicate a decline in student numbers. Therefore, we need a marketing plan to attract more and better students. “Foundation for the Future” is intended to make us use our resources more efficiently. Although compensation for faculty has been tagged as a priority, President Harrison recognizes that staff compensation will also need to be addressed in the future. It is hoped that some of the concepts used for the more complex issue of faculty compensation will also be applied to staff compensation. Finally, President Harrison recognizes the need for more money to support the library. These are issues that go beyond the College Deans, and thus, there needs to be contributions from staff, faculty, and students to address these issues. He acknowledges that this process will inevitably lead to disagreements, but is hopeful that rational discourse will ensue. These will be the major initiatives for President Harrison’s last 5.5 years here and he feels strongly that they reflect the core values of the University.

Questions arose about the previous initiatives related to faculty compensation and prioritization. A few years ago, some salaries increased. President Harrison stated that in 1999-2006, there were some adjustments made for particular groups of people—i.e., long-term associate professors and full professors. Deans made decisions about how these salary increases were distributed. As it relates to this compensation initiative, it is much more complex and comprehensive. Additionally, in 1998-2000, there was a proposal put forth by the President to reorganize some of the colleges. It did result in the Colleges of Ward and Engineering coming together. As it relates to the current initiatives, the President will not participate in the consideration process, but will comment on it.

**Provost, Sharon Vasquez:** Presented the Senate with a proposal to close the Educational Technology Program. It was reported that, on 10/18/11, the Education Department faculty voted to close this program. It was presented that Rick King, the director and single, full-time faculty member of this program, will be retiring. There was concern about the fact that this program is populated by one full-time faculty member. Additionally, it is a post-certificate Masters program and does not have a full-time population of students. There was a spike in enrollment in the 2010-2011 year, but previously, numbers of people enrolled in this program had been declining. Considerations regarding this decision have been the finite resources and finite number of enrollees. Dean Mueller of ENHP stated that faculty in the college are interested in focusing energy in Elementary and Early Childhood Education. Additionally, they would like to strengthen the Special Education Program and elevate it to the Masters level. Some of the coursework in Educational Technology will be subsumed in the existing coursework so that students will still have fundamental knowledge of Educational Technology. Rick King’s position will be reallocated. Dean Mueller stated that the Education Department voted 8 to 2 in favor of program closure. Dean Mueller stated that he feels that the Provost has made a commitment to keep this position open as a resource for an area of greatest need and potential. Admissions to this program has not been limited, although a teach-out plan has been developed.

The Provost stated that one of the biggest challenges presented by the activities of “Foundation for the Future” is to craft a communication plan that will be accurate and consistent in its message, so that the 42 members of the committee are not communicating different versions of the committee’s work. One proposal has been to form a “rumor-mill” blog so that any inaccuracies can be addressed and dispelled. The Provost and Arosha Jayawickrema will serve as champions for the Academic and Administrative aspects of the Committee, respectively. They will not co-chair or otherwise participate in the committee.

**Assistant Provost, Fred Sweitzer:** Provided an overview of the Jackie McLean Fellowship Program that was an outgrowth of the Diversity Committee about 5 years ago. The program brings 1-2 scholars to our campus who want to have careers in academia. The fellows teach and finish their research over the course of 1 year. The fellowship seeks to sponsor candidates with racial diversity. We want the candidates to stay, or if they leave after the fellowship, they would be able to speak well of the University’s diversity efforts. The challenge has been how to make the process of this fellowship sustainable. It has been hard to obtain wide, departmental buy-in. There has to be people in the departments who work pro-actively to attract candidates. This year, all departments are encouraged to nominate candidates who meet the criteria for this fellowship. The
review committee will look at the candidates’ prospects. Priority will be given to departments that have not previously had a scholar.

**Dean Elect of Hartford Art School, Nancy Stuart:** Introduced herself to faculty. She comes from the Cleveland Institute of Art and was Provost of this school. She had been a faculty member and administrator at RIT.

**V.P. of Institutional Advancement, Christine Pina:** Introduced herself to faculty. She is a West Hartford resident and has been interested in the University’s events for quite some time. She was director of major gifts at Wesleyan University in Middletown, where she worked for the past 7.5 years in their alumni relations department. She stressed the major impact faculty can have in getting outside friends interested in the University.

**Staff Association report:** They have approved a new set of by-laws and constitution. They have sponsored a survey of staff members across the University and asked their perceptions of how they are doing at the University. Results have been presented and it would be beneficial to present these to Senate.

**SGA representative, Karen Arakelian:** She stated that the library has agreed to have space for books on reserve for each class that is being taught. She wants to encourage faculty to contribute books to the library for students to use. One suggestion was made to contact the bookstore for them to gain publishers’ cooperation in this effort.

**Meeting recessed at 1:40 p.m. until 12:15, December 13.**

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**Faculty Senate Meeting Minutes**  
**Tuesday, December 13, 2011**

**Attendance:**  
A&S: Randy Jacobs, Kathy McCloskey, Laura Pence, Ingrid Russell, Travis Tucker, Fei Xue  
Barney: Andy Hao, Deborah Kidder, Ke Yang  
CETA: James Fuller, Saeid Moslehpour, Michelle Vigeant  
ENHP: Katherine Lewis, Lucy Richard, Diana Veneri, Ellen Wetherbee  
Hartt: Robert Black, Dee Hansen, Rita Porfiris, Joshua Russell, Peter Woodard  
HAS: Power Boothe, Jeremiah Patterson, Jaclyn Conley  
Hillyer: Stephan Bullard, Mary Fister, Sharon Shepela

**Absent:** Marco Cupolo, Erin Striff, Susan Machuga, Patricia Mellodge, Scott Scribner

**Guests:** Ben Ide (Staff Association), Ralph Braithwaite (P/T Barney)

**Announcements:** Saied Moslehpour informed Senate that he appeared before COD. COD expressed concern that Senate was “blocking everything.” Saied felt confident that his session with the COD dispelled some of the misperceptions and rumors that COD members had. It was reiterated that changes to the FPM required review by Senate. Furthermore, it was clarified that it is Senators who make recommendations to his/her college or school about whether or not there needs to be straw votes on issues being considered by Senate. Although this voting process is not essential, Senators do need to be able to assess their colleagues’ opinions about Senate business. It was emphasized that colleges need to have time allotted in their meetings to discuss Senate business.

Coffin grants and summer stipend proposals are due January 23, 2012. The review committee for these proposals will meet next week.

**Student Affairs:** Votes were taken on the following proposals for the MAPP:

- Colaruli’s proposal for changes to Section XVI.F.4 was reviewed regarding the addition of FX to internal transcripts, which indicates failure of a course due to academic dishonesty. Additionally, it was noted that the quality points for an “F” due to academic dishonesty will
remain figured into the overall GPA, even if a student retakes the course. This passed unanimously.

- Colaruli’s proposal regarding clarification on the Section XVI.B-Grades and Credits was reviewed. This section clarifies how NG and NR should be used, as well as providing one list of grades. This passed unanimously.

- Sweitzer proposal relative to Section XIV.A.1, regarding consistency in learning outcomes for multiple sections of the same course, was reviewed and passed unanimously.

- Colaruli proposal for Steps for MAPP Change Proposal passed unanimously, as attached.

**Faculty Affairs:** The Faculty Affairs Committee’s recommendation against the Provost’s proposal related to the review process for P&T was reviewed. Senate discussed this proposal at length and Senators summarized their college’s opinions as noted below.

**Barney School of Business** suggested a counter proposal, which would support the entire proposal except the external review section being “blind.”

**Hartford Art School** did not feel that this proposal should be supported. There was a feeling that 4 letters from external reviewers would be acceptable. Language concerning reviewers’ being “arm’s length” was concerning because in the Fine Arts it is difficult to find someone to review work that is not known by the candidate. The proposed language boxes the candidate and Dean into too much of a corner. There should be some discretion left for the Dean and candidate as it relates to reviewer selection. One solution is that there should be a letter required that defines the relationship of the candidate and evaluator. Additionally, there is a feeling that there is a lack of accountability if an external evaluator is allowed to remain anonymous. The process needs to be transparent.

**CETA** felt that there were too many issues in this one proposal and it should be broken out into sections.

**Hillyer** suggested that discussion on the P&T process should be turned back to each college’s P&T committee to provide feedback to Senate. One member did say that the proposal was good and that it was in line with other academic institutions.

**Arts & Sciences** did not feel that they could support the proposed external review process. A motion was forwarded to vote for the proposal, without being amended. There was one vote in favor and the remainder of Senate voted not to support this proposal.

Kathy McCloskey also said that her committee was considering the policy regarding grants and the amount of money a faculty member could be reimbursed in the summer months. Ingrid Russell crafted a proposal regarding this issue and forwarded it to Fred Sweitzer. The FPM is not clear as to the exact dates of a faculty member’s obligations to be on campus.

**Diversity Committee:** The committee is working on having discipline specific faculty resources for recruitment purposes. By the end of the year, there should be a “Diversity” button on the University’s website. Fred Sweitzer supports this. The “Faculty Diversity Tool Kit” will be discussed in Executive Committee.

**Administrative Liaison Committee:** Meetings were conducted with Rick Zeiser, RJ McGivney, Sarah Reuter, George Brophy and Christine Pina. A report is being developed and will be forwarded to Maria Marques for dissemination to the full Senate. Admissions and enrollment are down and there is an effort in Admissions to increase inquiries and head counts.

**Environmental and Sustainability Committee:** Will have their first meeting next week. Sharon Shepela is trying to convince Walter Harrison to make a public statement about sustainability. She is also asking that he be willing to underwrite activities that will have a sustainable effect and will save money over the long-term. Currently, there is not a proactive decision-making process about sustainability, and any relevant initiatives are funded out of the regular (non-earmarked) budgets.

Laura Pence reported that A Complex won the residential power usage competition. C Complex won the single day competition. Residential recycling is being explored. She referred faculty to Donatebooksonline.com as a resource for faculty who want to get rid of old textbooks. The smoke-
free initiative has been working in tandem with sustainability and there is an effort to get all of the Harry Jack Gray area to be smoke-free.

**BLT Committee:** Nothing to report.

**Arosha Jayawickrema, VP of Finance and Administration:** The Board of Regents has approved the sale of the Asylum Campus. CREC obtained 2 appraisals and they have offered the higher amount. Board approved the sale for 6.9 million dollars. CREC has been the sole party interested in this land. It will be converted into a school for children Pre-K to Fifth Grade. CREC is in the process of getting a due diligence evaluation, and the closing is anticipated to be within 6-8 months. Zoning approvals will take some time. CREC is bargaining with residents in the West End to allow them a certain number of seats in this school and in the Magnet School, on campus. It appears that the Babcock and Town Houses will be demolished. Decisions about the sale of this property have been lengthy. The University lost money on HCW since it was acquired. Financially, we broke even on the property when CREC leased space. There is huge amount of deferred maintenance that the property requires and if we do not invest in this, the property would become a liability. Money from the sale of this property will be dedicated to women’s studies initiatives.

General finances were outlined. Enrollment this year was less than budgeted; however, we ended up slightly better in the discount rate offered to students. There has been a short-fall of $500,000 in housing and dining. Whereas the University anticipated a cushion of $1 million, it is now evident that the cushion will be less than $500,000, assuming that the enrollment for Spring ’12 is what we have projected. The end result is that the budget is extremely tight. A notice was disseminated campus-wide that staff vacancies should be reviewed prior to hiring replacement staff. We need to determine if there are positions that we can do without, prior to replacing staff personnel. We have greater than $100 million in public debt. We need to be concerned about our rating with Standards and Poors.

In terms of budgeting, $153 million is the targeted total expenses for the University. About 20% of this is fixed in debt, taxes, etc., 15% is in travel and supplies. There is $165 million in deferred maintenance. Branding and marketing needs income. We are trying to cut $10 million from the budget. There is a task force to analyze cost effectiveness. The process should be transparent.

**Meeting adjourned at 1:40.**

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**Faculty Senate**  
**Meeting Minutes January 24, 2012**

**Attendance:**
A&S: Marco Cupolo, Randy Jacobs, Kathy McCloskey, Laura Pence, Erin Striff, Fei Xue  
Barney: Andy Hao, Deborah Kidder, Ke Yang  
CETA: James Fuller, Patricia Melodge, Saeid Moslehpour, Michelle Vigeant  
ENHP: Katherine Lewis, Lucy Richard, Diana Veneri, Ellen Wetherbee  
Hartt: Robert Black, Rita Porfiris, Peter Woodard  
HAS: Power Boothe, Jeremiah Patterson, Jaclyn Conley  
Hillyer: Stephan Bullard, Mary Fister, Scott Scribner  

Absent: A&S: Travis Tucker; Barney: Susan Machuga; Hartt: Dee Hansen; Joshua Russell; HAS: Hirokazu Fukawa; Hillyer: Mary Fister, Sharon Shepela  

**Guests:** Ralph Braithwaite (P/T Barney), President Walter Harrison, Provost Sharon Vasquez & Co-Chairs of the Foundation of the Future Task Forces: Katherine Black, Arosha Jayawickrema Arosha (Vice President), R.J. McGivney, Harry Workman and Norman Young.  

Meeting minutes for December were approved unanimously.  
**Announcements:** Ingrid Russell is on sabbatical and A&S will need to have elections for a new senator.
President Harrison: The dam will be replaced this spring. Unfortunately, due to some construction needs, the cost will be $3.4 million, whereas it was originally thought that it would be $2.2 million. Construction will make the use of Mark Twain Dr. a necessity in order to get to the north side of campus.

The Shaw Center is on time and on budget.

Harrison is encouraged by signs that the economy is picking up and there have been encouraging signs from admissions that the numbers of applicants have been significantly higher. Harrison went on to introduce today’s topic regarding Foundation of the Future (FOF). He stated that the work of the committees for this task force will lay the foundation for strategic planning, based on their recommendations.

President Harrison noted that the primary reason for FOF is to improve the quality at the University of Hartford. Merit raises and capital improvements have not been good. This will help direct resources to increase the quality in a number of different areas. Academic and administrative programs will be reviewed. After analyzing the data, the committees will make recommendations about where the University should focus efforts, given finite resources. We cannot continue on a path to “equally diminish” programs. We need to make decisions regarding whether to invest, maintain, or disinvest.

There are two arms to this FOF Task Force-i.e. Administrative and Academic. Each task force contains a mix of people from schools, divisions, and administrative programs. People on the committee are not there to represent their own school or college’s interests. A review of all programs needs to be done and budgets will be unpacked and analyzed. The task forces will assess programs on a University-wide basis with an analysis of their demand and/or importance. There will be considerations regarding benefit vs. cost. Decision-making will consider vision and shared values of the University.

Sharon Vasquez, Arosha Jayawickrema, and Larry Goldstein (outside consultant) will not serve on either of the committees, but will serve to be the “Champions” of the committees. The framework that the committees have been working from has been adapted from R. Dickeson’s model, from the book “Prioritizing Academic Programs and Services” (2010).

Sharon Vasquez and Arosha Jayawickrema presented a Power Point that provided an overview of how the committees for FOF will proceed with their work. The Power Point can be accessed through the Senate Office’s UHA website. It is accessible under “Hot Topics.” Each program will need to respond to inquiries made by the either the academic or administrative arm of the task force on FOF. The template for the inquiries will be presented at Town Hall Meetings next week. Faculty were encouraged to attend these meetings to provide feedback and ask questions. Timelines for completion of the work was also presented. It is essential for recommendations and plans to be proposed by the time the Board of Regents meets in mid-October, so that they can vote. If this timeline is not met, then proposals will need to wait another year.

Questions were asked by senators after the presentation. Arosha Jayawickrema stated that there is a need to consider cutting expenses, but these expenses should be considered at both the academic and administrative side. He stated that $7-12 million dollars is targeted to be cut.

Senators expressed concerns about how the task force will assess quality. The response by the task force was that they would consider faculty, students, curriculum, accreditation demands, type of and demand for students, learning outcomes and program distinctiveness in its discipline.

Senators also asked how a program will be defined. Generation of student credit hours is one of the guidelines. Senators also expressed some concerns about whether the University has a clear concept of what is important at the University of Hartford and what its vision really is.

Committee Report:

Grants & Stipends: Jim Fuller reported that there are seven applications for Coffin Grants and seven for Summer Stipends to review. Walter Harrison has been made aware that funding for Summer Stipends is not adequate to cover course releases and is trying to work out a way to overcome this shortage.

Meeting adjourned at 1:40pm.
Faculty Senate  
Meeting Minutes January 26, 2012

Attendance:
A&S: Marco Cupolo, Randy Jacobs, Kathy McCloskey, Laura Pence, Erin Striff, Fei Xue
Barney: Andy Hao, Deborah Kidder, Susan Machuga, Ke Yang
CETA: James Fuller, Patricia Melodge, Saeid Moslehpour, Michelle Vigeant
ENHP: Katherine Lewis, Lucy Richard, Diana Veneri, Ellen Wetherbee
Hartt: Robert Black, Joshua Russell
HAS: Power Boothe, Jeremiah Patterson
Hillyer: Mary Fister, Scott Scribner, Sharon Shepela

Absent: A&S: Travis Tucker; Hartt: Dee Hansen, Rita Porfiris; Peter Woodard; HAS: Jaclyn Conley; Hillyer: Stephan Bullard;

Guests: Ralph Braithwaite (P/T Barney), Sarah Reuter (International Studies)

Committee Reports:
Curriculum: Recommendations by this committee were unanimously approved.
Diversity: A report is being developed by this committee and will be presented to Executive Committee and then to the full Senate.
Faculty Affairs: FPM changes for the statement on diversity and equal employment opportunities to consider gender identification or expression was considered and unanimously approved.
Senate Deans Joint Committee is working to make recommendations in the FPM related to promotion and tenure. There was a recommendation made for college P&T committees to make comments to Faculty Affairs Committee on recommendations for changes.
One point that made was that there are no clear, written criteria for language regarding tenure at the University of Hartford, although in section 6.1, ranks of Assistant through Full Professor are listed as eligible for tenure. There was question as to how this would work and members felt that this should be primarily a college issue. University criteria should be very general to allow colleges to develop criteria. Although some faculty have received tenure, without promotion, but it is not described in the FPM.
Administrative Liaison: A report was submitted by the Committee and distributed to the Senators. The Committee Chair gave a quick overview, and expressed the interest of various departments to come to Senate. Sarah Reuter from International Center is already scheduled for Thursday, and the Committee would like to have Senate invite Christine Pena from Institutional Advancement for an informational update, George Brophy from Information Technology Services to speak about crisis planning, Human Resources regarding health and wellness program and retirement programs, and Rick Zeiser about Admissions and Financial Services and Student Financial Assistance (SFA).
BLT: Submissions are due January 30. None have been received as of yet.
Student Affairs: Policies on MAPP regarding absences in class and program closure are still being discussed in Senate Deans Joint.
Senate discussed the Provost’s proposal to eliminate the Education Technology Program. Concern was expressed that higher education is becoming more technology based and it seems that educational technology is no longer a specialty and, therefore, all teachers have needs to have appropriate pedagogy when using technology. It was acknowledged that the department of Education and Human Services did vote to close the Educational Technology Program and that the University does need to focus resources, rather than to try to be too much to all groups. Senate would recommend that, in the future, the entire school or college be included in these discussions because program closures may have repercussions throughout the entire college or school. A vote was taken regarding Senate’s recommendation to support this program’s closure. The final vote supported closure, with 1 opposed and 3 abstaining.
Sarah Reuter: Presented on behalf of the International Center. Part of the role of this department is to welcome international students. There has been an increase in student attendance in short-term, 1-2 week programs in the Winter and Spring breaks. The Center also awards grants to support faculty to present on an international level and to increase study abroad activities. Advising sheets are being developed to match international programs to specific on-site programs. An “International Week” event is scheduled to increase interest in all things international. There will be a faculty showcase and reception to highlight international activities of faculty. There is a need for family and friends to welcome international students into American households on special occasions.

The University sends between 200-220 students abroad, which is about 3% of University of Hartford students. This is a low rate. For those students who wish to go abroad, financial aid is retained and tuition is the same as if the student remained on campus. There are also outside scholarships available. The key to increasing student participation is to get students to know about the availability of these opportunities early in their student career here.

Meeting adjourned at 1:40.
Submitted by: Ellen Wetherbee

Faculty Senate Meeting Minutes
DATE: February 9, 2012

Attendance:
A&S: Marco Cupolo, Larry Gould, Randy Jacobs, Kathy McCloskey, Laura Pence, Erin Striff, Fei Xue
Barney: Andy Hao, Deborah Kidder, Ke Yang
CETA: James Fuller, Patricia Mellodge, Saeid Moslehpour, Michelle Vigeant
ENHP: Katherine Lewis, Lucy Richard, Diana Veneri, Ellen Wetherbee
Hartt: Robert Black, Dee Hansen, Rita Porfiris, Joshua Russell, Peter Woodard
HAS: Power Boothe, Jeremiah Patterson, Jaclyn Conley
Hillyer: Stephan Bullard, Mary Fister,
Absent: A&S: Travis Tucker; Barney: Susan Machuga; Hillyer: Mary Fister, Scott Scribner

Guests: Ben Ide (Staff Association), Ralph Braithwaite (P/T Barney), Victoria Lamagna (SGA), Fred Sweitzer, Maria Marques

Announcements: Fred Sweitzer spoke with COD and it was decided that faculty would be awarded 25% of their salary for grants. It was announced that this will remain calculated on faculty’s 10 month salary, unless you go to the Provost’s office and negotiate this.

Committee reports:
Curriculum: No meeting and no report.
Faculty Affairs: Kathy McCloskey handed out the document outlining the current vs. proposed changes in the FPM regarding promotion and tenure. There was discussion regarding the phrase, “no personal or professional relationship” in the P&T guidelines relative to the definition of outside reviewer vested interest, since it was acknowledged that the chance that an outside reviewer may not have had any contact with a P&T candidate is rare. There was a motion to accept the modifications to section 4 of the handout read, “To qualify as independent, reviewers should have no interest in the candidate’s promotion or tenure.” This modification was approved unanimously.

Further discussion ensued regarding each college’s P&T guidelines. It was expressed that each college needs to review their own policies regarding P&T to make sure that they are consistent with the FPM. It was stated that, in effect, this happens every time a candidate is reviewed since the Deans look at each college’s criteria when offering their opinion about a candidate’s application for P&T. It was agreed, by a straw vote of the Senate, that the overall philosophy of the FPM for P&T is to be general and allow the colleges to determine the specific needs for faculty in their college.

Student Affairs: Language regarding the absence policy that passed through Senate Deans Joint to all Senators. They were asked to discuss this in their college meetings and be prepared to vote on it in the next meeting.
Diversity: It was announced that this committee is working on a website to celebrate diversity in the University, accessible via a button on the main page of the University’s website. The committee is seeking input from faculty on this and encourages people to inform this committee about anything regarding resources, activities and events that demonstrate diversity at the University.

BLT: Nominations are closed. Packets regarding candidates are going to members electronically. Meetings are being scheduled.

Summer Stipends & Coffin Grants: Applications are being reviewed and a meeting is scheduled to make decisions.

Administrative Liaison: Nothing to report.

Environmental & Sustainability: Has not been able to meet. There is a need for data on how things are working in terms of energy use and how much recycling is happening. Closure of the University last year saved $100,000. Sharon would like to propose that this committee would receive a percentage of this savings. Barney has bought their own recycling containers. Sharon also offered the idea that the film about bottled water could be playing on the buildings’ monitors. Laura Pence reported on behalf of the President’s Sustainability Commission, which has 2 initiatives for academic and residential recycling. This is somewhat limited by the fact that the janitors are unionized and increasing their job description is a challenge. It was noted that the policy regarding no smoking in the area around the Harry Jack Gray Building has promoted conversation that has been positive about non-smoking areas on campus.

Staff Association: There are 162 members. Ellis Cherry is the grievance officer. The staff survey has been presented to administration. A fund raising and social events committee has been formed.

Student Government Association: Victoria Lamagna, Academic VP of SGA, will be meeting with the bookstore to get a list of all the books that professors assign in their classes. SGA would like all faculty to have a copy of their required texts in the library.

Part-time Faculty: Nothing to report. Senate is still trying to determine how we could get part-time faculty members to be represented by vote on Senate. Bylaws of Senate would need to be changed. Sharon Shepela will explore getting an ad hoc committee together to explore this.

Foundation of the Future: Jim Fuller and Deb Kidder reported that the academic section of the task force has met to review the survey comments from faculty about the proposed reporting templates. Faculty responded to a survey asking for comments. There will be a summary statement issued regarding the survey comments. So far, there have been 66 responses to the survey. One concern was expressed about the accuracy of students being counted within each identified program unit. On the proposed templates, there is no place to indicate summer graduate students, therefore making it impossible to count them and their respective faculty. Questions were raised about how much money was expected to be cut from the administrative and academic side of each task force. It was noted that there was to be an equal percentage assigned to each task force. Administrative arm of this task force has 200 administrative programs to review. Committee members expressed that their recommendations will be made after considerable deliberation and they will have to consider very carefully how they will deliver their recommendations.

Meeting adjourned at 1:45.

Faculty Senate Meeting Minutes
DATE: February 14, 2012

Attendance:
A&S: Marco Cupolo, Randy Jacobs, Kathy McCloskey, Erin Striff, Travis Tucker, Fei Xue
Barney: Ke Yang
CETA: James Fuller, Patricia Mellodge, Saeid Moslehpour, Michelle Vigeant
ENHP: Katherine Lewis, Lucy Richard, Ellen Wetherbee
Hartt: Robert Black, Dee Hansen, Rita Porfiris, Joshua Russell, Peter Woodard
HAS: Power Boothe, Jeremiah Patterson, Jaclyn Conley
Hillyer: Stephan Bullard, Mary Fister, Scott Scribner

Absent: Laura Pence, Andy Hao, Deborah Kidder, Susan Machuga, Diana Veneri, Sharon Shepela
**Walter Harrison:** The Institute for International Sport was held here and we have decided to get out of the relationship with the organization that ran this event. It was difficult for the University to receive payment, but most was recouped. The President is pleased with the way in which FOF has started and how much faculty have participated in the forums. It is hoped that FOF recommendations to BOR can be made by November. Faculty Compensation Committee is moving along very well. Report is due at the end of May.

A committee to restructure the library has been active. The University has retained a Boston based architectural firm and will provide a context of what other university libraries have to offer. Walter expressed the sentiment that he would like Mortensen and Allen libraries to be as strong as possible and he welcomes open conversation about faculty and students’ opinions. The committee should be able to report in late June.

The new VP of Institutional Advancement has been helping Walter get a handle on how to design the fundraising campaign. He wants to use current relationships and existing donors as a resource. There is not a strong opinion about specific interests with this campaign.

**Sharon Vasquez:** Templates used by the task force for FOF will go out to all program units the first week in March and are due in April. Administrative and academic timelines are pretty much the same. Recommendations will go to the President. She anticipates that there will be wide vetting by Senate leadership, BAT, COD, and BOR committees. In terms of budgeting cuts, there are fixed costs that can’t be changed—e.g. debt, utilities, Aramark, etc. Also, there will be consideration as to where money needs to be reinvested vs. simply cutting money. There are 5 possible options for the task forces to consider as they make recommendations. An action plan will be developed, based on these recommendations.

Sharon stated that she would like to see the option of a “clinical contract” to be considered once again. She wants to reinstitute a work group to explore this option. These contracts should identify those individuals who have expertise as practitioners in their professional field. Contracts such as these are usually renewable, non-tenure track positions. They are based on programmatic needs. There need to be considerations given to the percentage of people on faculty identified in this track and how they will be evaluated.

**Fred Sweitzer:** He is heading the library committee and to develop a plan for future library needs. While exploring the option of integration, goals will be developed that help facilitate a community of learners, alleviate some of the facility issues and ADA accessibility issues that are evident, and preserve the distinctiveness and function of Allen. Consideration also needs to be given to the role of technology in the library. There is a website to see master plans and updates. Phase I consists of information gathering with the steering committee and architects. Phase II is when the architects come back in late March to make a presentation. April will unroll a final concept of the library with a model. In May, there will be final decisions regarding the plan.

**HRD:** Lisa Bellanger and Lynne Thibodeau presented a training initiative that will be rolled out in April. They have created a cross-discipline approach to professional development and computer usage. There is a single point of contact for all professionals and skill-based training on campus, so that all resources will be available in one place—e.g., finding and signing up for classes, reference materials, etc. Professional development classes (training for Banner, purchasing, payroll, finance, and so on) should be manageable—no greater than 1.5 hours and offer a certificate of completion. It is hoped that this will promote employee retention. It will need the support of employees’ supervisors to access this. There is a website: [www.hartford.edu/empower](http://www.hartford.edu/empower) for further information related to this initiative. Training and calendars for scheduling of training are on this website.

**Meeting adjourned at 1:45**

Step 1: Complete a “Proposed Changes in the Manual of Academic Policies and Procedures” form, a copy of which is located in the front of Manual of Academic Policies (MAPP). The form requires the proposer to indicate the location, text, and reason for the proposal.

Step 2: Register the proposal with the Office of the Provost, where it will be assigned a number, so that it can be tracked as it proceeds through the approval process.

Step 3: The proposal is then submitted for review to either Faculty Senate or the Council of Deans, depending upon whether faculty or administration initiated the proposal. The Senate or the Council of Deans will assign an appropriate subcommittee to review the proposal.

Step 4: The proposal, with any recommended revisions, is then submitted to either the Faculty Senate or the Council of Deans, whichever group did not initiate it.

Step 5: When initial agreement on the language of the proposal is reached by subcommittees from both the Faculty Senate and the Council of Deans, the proposal will then go before both the full Faculty Senate and full Council of Deans who will vote on the proposal. When it passes with the exact same language in both bodies, it then will be forwarded through the Office of the Provost to the University Education Committee of the Board of Regents as joint recommendations.

Step A: When agreement cannot be reached on the language of the proposal by the Faculty Senate and the Council of Deans, it will be sent to the Senate Deans Joint Committee where it will be discussed.

Step B: If agreement can be reached at the Senate Deans Joint Committee, the proposal will then be sent back to both the Faculty Senate and the Council of Deans and again be voted on by both bodies. If passed by both bodies, the proposal will be forwarded through the Office of the Provost to the University Education Committee of the Board of Regents for approval.

Step C: If agreement cannot be reached between the Faculty Senate and Council of Deans, the proposal does not proceed and is not included in the new MAPP.

Step 6: If agreement cannot be reached, either body (Faculty Senate or Council of Deans) may submit its own recommendations to the University Education Committee of the Board of Regents. At the meeting where changes in the MAPP are being considered by the Board of Regents, a representative of the Faculty Senate and Council of Deans will be invited to present.

Section 3 Senate Bylaws.
Pg. 49 FPM

Faculty Senate Meeting
March 13, 2012

Attendance:
A&S: Randy Jacobs, Kathy McCloskey, Laura Pence, Larry Gould, Erin Striff, Fei Xue
Barney: Deborah Kidder, Ke Yang
CETA: Patricia Mellodge, Saeid Moslehpour, Michelle Vigeant
ENHP: Katherine Lewis, Lucy Richard, Diana Veneri, Ellen Wetherbee
Hartt: Robert Black, Dee Hansen, Rita Porfiris, Joshua Russell, Peter Woodard
HAS: Power Boothe, Jeremiah Patterson, Jaclyn Conley
Hillyer: Stephan Bullard, Mary Fister, Scott Scribner, Sharon Shepela

Absent: A&S: Marco Cupolo, Travis Tucker; Barney: Andy Hao, Susan Machuga; CETA: James Fuller

Guests: Guests: Ralph Braithwaite (P/T Barney), Victoria Lamagna (SGA), President Walter Harrison, Provost Sharon Vasquez

Announcements: Senate officers met with Provost and President. We discussed how the task forces’ recommendations would be implemented. There is not a model for implementation of the recommendations. Tomorrow, there is a workshop on how to fill out the templates for the programs.
Larry Gould from Physics is taking over for Ingrid Russell as Senator from A & S.
Committee report from BLT: One award decision has been made and the committee will hear a final nominator’s presentation this week. All decisions regarding awards are anticipated to be completed prior to Spring Break.

Walter Harrison: Governor Malloy is recommending cuts to the CICS scholarships for low to middle income students. The University of Hartford is the second largest recipient of these scholarships in the state. Last year, the proposed cuts were 25%, but it ended up being cut by 14%. These scholarships amount to about $3 million dollars in our budget. The Governor is proposing no scholarships for academic institutions with greater than $200 million in endowments. President Harrison is not in favor of this strategy as it seems to be a bit of a “divide and conquer” maneuver. Mayor of Hartford is facing a $56 million dollar deficit. He has forwarded the idea through the city CEO to propose getting fees, in lieu of taxes, from non-profit organizations (e.g. University of Hartford) which reside in the city. This has implications for our budget, since 370 acres of our land (80%) is within Hartford. President Harrison wants to oppose this.

Walter has also entered into conversations with the Mayor regarding the potential for Westbrook Village and Bowles Park to undergo some renovation. At this time, these areas are 38% occupied and are in poor shape. HUD holds mortgage to these areas and has given property to the state of CT. Connecticut then turned the management of the properties over to the city. The Mayor sees potential for this area to be developed. HUD would have to forgive the mortgage and refinance, however. If development were to proceed, it might be possible to build affordable housing, which could be attractive to graduate students and as an area that would be accessible to grocery stores, restaurants, pharmacy, etc.

Plans for the reconstruction of the bridge are underway. The road will be closed from late May to December. Mark Twain Drive will need to be used for access to the North side of campus. Shaw Center Construction is on schedule. Moving day is March 30th and it should be open for business this fall.

Budgeting this fall will be very tight. Undergraduate Spring census is good. There have been drop-offs in enrollment in Barney MBA program, probably due to the economy. Admissions for Fall look robust.

Sharon Vasquez: It has been beneficial for the University of Hartford to join the ranks of other schools in using the “Common Application.” Provost Vasquez encouraged college faculty to reach out to admitted students to capture their interest in committing to University of Hartford. These personal contacts really do influence students.

Provost Vasquez presented a plan for 2012-2014, entitled Academic Strategic Pathways, which clarifies what our key strategic strategies will be. There are pillars or performance which related to our “Core Values,” with 3 areas of impact-i.e. community, programs, and infrastructure. There are strategic pathways identified to assist in reaching the goals. This plan is available on the Provost’s webpage.


Foundation of the Future (FOF) task force has a copy of the above document, which should help them in their assessment of programs that are of high quality and financially viable.


Arosha Jayawickrema: The Spring census indicates that we have fewer students than in 2011, but there are signs of economic turn-around. We have $150 million operating budget and we want to have a 2% operating margin. There has been a $1.9 million short-fall in revenue. We are operating at $16.5 million less than in 2008. Housing and dining enrollment is down. End result is that we are at $82,000 to the good, which is the lowest margin ever. Projections for Fall ’12 look positive. All of this information supports the notion that FOF is very important. It is important to note that the overall budget will be the same after completion of FOF, but the reallocation of funds will be different.

In terms of student enrollment, we need to get 50, or greater students, each year at a lower, or the same discount rate. In terms of endowment, we should have two times the operating budget-i.e. about $300 million in endowment.
Orders of the Day

Faculty Senate Meeting
March 15, 2012

Attendance:
A&S: Marco Cupolo, Randy Jacobs, Kathy McCloskey, Laura Pence, Larry Gould, Erin Striff, Fei Xue
Barney: Andy Hao, Deborah Kidder, Ke Yang
CETA: James Fuller, Saeid Moslehpour, Michelle Vigeant
ENHP: Katherine Lewis, Lucy Richard, Ellen Wetherbee
Hartt: Dee Hansen, Rita Porfirios, Joshua Russell,
HAS: Power Boothe, Jeremiah Patterson, Jaclyn Conley
Hillyer: Mary Fister, Scott Scribner, Sharon Shepela

Absent: A&S: Travis Tucker; Barney: Andy Hao, Susan Machuga; CETA: Patricia Mellodge; ENHP: Diana Veneri; Hartt: Robert Black, Peter Woodard; HAS: Hirokazu Fukawa; Hillyer: Stephan Bullard

Meeting minutes from February approved.
Curriculum committee: The committee has never asked for a document regarding financial impact and it was felt that this should be a concern of the Deans vs. this committee. Currently, HART has paperwork about this and A&S’s Dean deliberates about the budget prior to submitting proposed changes to the committee. It was felt that the Deans should be well aware of budget concerns prior to proposals coming to Senate. Tracking sheets are going to be launched online, such that “Blue Sheets” and “Tracking Sheets” will be online. Also, it was noted that it is critical that a representative of the department in which changes are being proposed, to be at the Curriculum Committee Meeting. It was noted that on the current curriculum proposals, BIO 130 needed to be a change from notation of PSY. Proposed changes were accepted.

Faculty Affairs Committee: There was discussion about the proposed language for the FPM regarding P&T. Initially, ENHP had problems with the verbiage of, “vested” interest and wanted the language to be more defined. It was mentioned that each college can make things more specific. The proposed language for FPM, for section 8.2.2.b.i passed, with 1 abstention.

Student Affairs Committee: The proposal regarding curriculum policies surrounding absences in the classroom in the MAPP (Section XIV.B.2.c.) was discussed. It was noted that a faculty member still has the right to withdraw a student from class due to excessive absence. Faculty discussed the notion that policies related to failure due to absence might be considered an “arbitrary” rule and could be legally hard to support. The new language for the MAPP was unanimously upheld.

Diversity Committee: End of the year report and a revised version of the “Faculty Toolkit” is upcoming.

Administrative Liaison Committee: No updates. George Brophy is to come to Senate with updates regarding ITS.

Environmental & Sustainability: President Harrison is expected to make a declaration, expressing the University’s commitment to environmental and sustainability efforts on Earth Day. It is hoped that the proposal to reinvest money saved through sustainability efforts will be considered by the President’s Commission on E&S and supported.

Grants Committee: Waiting for more funding to support more Coffin Grants. Once this has been decided decisions can be publicized.

University Staff Representative: The Grievance Officer position is defined and will be voted on in the next meeting.

Guest speaker, Ann Costello, is to address the employee contributions for health insurance. There is such a significant jump in employees’ contributions, given the tiered salary contribution structure. There have been instances when employees have lost 7-10 years of raises when their salaries reach
a new tier in the contribution structure. There is a very large tier that include people making $31,000-$74,000 that does not seem equitable.

**Student Government Association:** There is a request that copies of required texts for each course be kept on reserve in the library to assist students who have either not received a copy of the text at the beginning of the semester or can’t afford some of the textbooks. A grant from the Parents’ Association is helping with this initiative. SGA would like for faculty to spread the word about this initiative and support it as much as possible.

**FOF:** There will be a session on March 30 to have another training session to fill out templates for the FOF task forces. A faculty resolution regarding faculty rights and proposal for an appeal process for programs that are not viewed favorably by FOF has been forwarded to faculty for consideration.

**Meeting adjourned at 1:40 PM**

**Faculty Senate Meeting Minutes**  
**April 10, 2012**

**Attendace:**
- **A&S:** Marco Cupolo, Randy Jacobs, Kathy McCloskey, Laura Pence, Erin Striff,
- **Barney:** Andy Hao, Deborah Kidder
- **CETA:** James Fuller, Patricia Mellodge, Saeid Moslehpour, Michelle Vigeant
- **ENHP:** Katherine Lewis, Lucy Richard, Diana Veneri, Ellen Wetherbee
- **Hartt:** Robert Black, Dee Hansen, Rita Porfiris, Joshua Russell, Peter Woodard
- **HAS:** Power Boothe, Jeremiah Patterson, Jaclyn Conley
- **Hillyer:** Stephan Bullard, Mary Fister, Scott Scribner, Sharon Shepela

**Absent:** **A&S:** Larry Gould, Travis Tucker, Fei Xue; **Barney:** Susan Machuga, Ke Yang

**Guests:** Ben Ide (Staff Association), Ralph Braithwaite (P/T Barney), Victoria Lamagna (SGA), Provost Sharon Vasquez, Jane Horvath

**Jane Horvath:** Reported on the Values Initiative Task Force. They have been working on a values statement. This committee is made up of students, faculty and staff as follows: Michael Gotlieb, **Victoria Lamagna**, Suzanne Anderson McNeil, Jim Shattuck, Deb Kidder, faculty member in Barney, John Nordyke, and Avi Patt. The charge for this task force has been to examine University statements on academic policies, check existing policies related to integrity, and reinforce programming related to integrity. The committee will also be examining the best practices of other institutions. The task force has divided themselves into students and faculty/staff/administrative issues.

The student group is exploring language and policies in various documents that is inconsistent. Language needs to have commonality and be streamlined. They are exploring the possibility of an Honor Code that will hopefully have the potential to work.

Faculty/staff/administration is exploring language in the FPM. Additionally, the committee is exploring what integrity means and how our daily work should reflect integrity of the institution.

The task force is questioning how discussion surrounding integrity can be elevated and how to reinforce good practice. Part of these discussions will focus on why we do what we do, particularly in times of pressure.

**Sharon Vasquez:** Budget Advisory Team has had some discussion about the possibility of implementing a 10% hold back in departments’ income for the upcoming year. Although projections for undergraduate enrollment was conservative, our numbers dropped. Additionally, there was an unforeseen drop in Arts and Science graduate programs and the MBA program. There was an anticipated $3 million in the contingency plan, however, due to factors, such as enrollment, there is only about $500-$600 thousand in the contingency plan. The 10% amount, or part of this amount, that is held back would be released, depending on the census in February.
AUC-It is the 25th anniversary of this program and a celebration of the AUC and its curriculum is planned.

City of Hartford—There is an I Quilt Project going on. It is an attempt to thread the Arts and cultural stops together to welcome walkers day and night. Businesses will also be linked to this project. There is a plan for walkable areas that is well lighted and landscaped. The area for this project is west of the Capitol to the river. Gold Street may be closed for pedestrian traffic, only. There is going to be a celebration of this project September 28 & 29, 2012 and the University has been invited to participate. We will be showcasing innovation and the arts.

Library—Two plans have been presented by architects. Master planning process is conceptual, with a paradigm shift in the operations and look of the library. It is expected that there will some off-site storage, with access to material in about 2 hours. There will be fund-raising for the library.

FoF—Open forums for updates for questions and answers will be held on 4/12/12. There will be a question box outside of the auditorium for anonymous questions. Facts about the process will be discussed and an effort to gain input from faculty and staff.

Clinical faculty appointment—Fred Sweitzer is sending out letters asking to reconvene a committee to explore clinical faculty appointments.

Dean of Graduate Studies—There is an analysis of how the Provost’s office should be reorganized. IPSR has come under the Provost’s Office. A reorganization of this office will be announced with the new fiscal year, with an effort to consolidate resources.

Faculty Affairs Committee: There was a document forwarded which summarized the policies related to faculty rights in the event of reorganization. These policies summarized existing statements in the FPM and were referenced. There are some statements, however, that are related to faculty and staff that are not covered by the FPM.

There was discussion about how much information contained in the templates should be revealed to the campus at large and a discussion about the transparency of the decisions made by FoF Task Forces.

Orders of the day.

Faculty Senate Meeting Minutes  
April 12, 2012

Attendance:
A&S: Larry Gould, Kathy McCloskey, Travis Tucker, Fei Xue
Barney: Andy Hao, Deborah Kidder
CETA: Patricia Mellodge, Saeid Moslehpour
ENHP: Lucy Richard, Diana Veneri, Ellen Wetherbee
Hartt:
HAS: Power Boothe, Hirokazu Fukawa
Hillyer: Scott Scribner, Sharon Shepela

Absent: A&S: Erin Striff, Marco Cupo9lo, Randy, Jacobs, Laura Pence; Barney: Susan Machuga, Ke Yang; CETA: James Fuller, Michelle Vigeant; ENHP: Katherine Lewis; Hartt: Dee Hansen, Rita Porfiris, Joshua Russell, Peter Woodard; HAS: Jaclyn Conley; HILLYER: Stephan Bullard, Mary Fister

Guests: Ben Ide (Staff Association), Ralph Braithwaite (P/T Barney), Evelyne Haldimann, George Brophy

ITS: Evelyne Haldimann, Help Desk Manager and Chair of the Staff Association presented. There has been a survey of all University staff. Some trends have been noted. Job descriptions need to be updated since this may affect pay grades. Dialogue for Direction needs to have accurate descriptions of job descriptions. There is a feeling amongst staff that their opinions are not always valued. Training needs to be offered to staff so that there is an opportunity for professional development. There has been an initiative by HR to make professional development more accessible, however staff are concerned that they may not be given the time to go to training.
Office staff are often being asked to do duties over and above their job descriptions—e.g. proctor exams, asking staff to do personal errands for supervisors. University staff would like to be alerted to job openings and given preference, if they are qualified, for these openings. Many faculty and staff are not aware of the grievance process; staff in particular, are not clear about who they should go to.

Plan is to take on pieces of issues with the survey and develop training. Also, there will be an effort to get more consistency with job descriptions. Dialogue for Direction needs to be examined so that it is a better process.

**FoF:** Some concerns were expressed about this initiative. Other Universities that have done this have taken 1.5-2 years for it. Also, financial information that is being used for the templates are based on 1 year, in which there was a greater discount rate given than should have been, which may skew some of the data. In the Town Hall meeting this was addressed and it was discussed that everyone would be disadvantaged in the same manner due to the discount rate.

**Curriculum Committee:** There was unanimous approval for curriculum proposals.

**Faculty Affairs Committee:** Discussion ensued regarding the proposal concerning faculty contract time and it will be continued in the Colleges.

**Student Affairs Committee:** The anticipated language for proposed addition to language concerning program elimination was presented, with the caveat that SDJ needed to approve it. Once this is done, the language will be sent to Senators for discussion at their college meetings.

**BLT:** Has made their recommendations to the President for these awards, but since the letters to winners have not gone out the names were not announced.

**Grants & Summer Stipends:** Three Coffin Grants and six Summer Stipend winners have been decided. The committee is still trying to capture funds to fund the usual 7 coffin grants.

**Diversity Committee:** Nothing to report.

**Administrative Liaison:** HCW campus sale is not going well due to zoning issues and we will need to look at other options.

**Environmental and Sustainability Committee:** Earth Day Celebration will be held April 24th. President will be making an announcement that a portion of savings captured with sustainability efforts will be reinvested for the specific purpose of funding new E&S proposals.

**George Brophy for ITS:** There are 7 people reporting to George Brophy. Client and customer serviced is led by Evelyne Haldimann. Currently, Oracle is the database management system, which is the repository for all University key data and 2 people manage this. Administrative Services and Systems is managed by Betsy Kern. Banner continues to be the best enterprise system for higher education. Technical network support systems are led by Dave Kelly. Data Center Services are led by Rick LaFlamme. Data security led by Allan Geetter. There has been a multi-year project completed for the server. There are new, replacement servers that should last at least the next 7 years. There is a back-up system for Banner that is ongoing, 24/7, and still allows live interaction of Banner. Blackboard will be upgraded to new servers after commencement. Echo 360-5 rooms are equipped for this to capture lectures. ITS keeps this data safe. WebEx conferencing system for online distance learning is new this year. 25 Live is a single calendar for the University to pull down calendars for all entities across campus.

There are challenges, such as the need to replace the telephone system, which is 20-30 years old. This will cost about $2 million to replace. Voice Over IP is the standard phone service now. Additionally, ITS needs to have a succession management plant as there are 4 people in the department who are over 65. It will take time to replace this team. ITS has looked to Regents for direction for the future. ITS has examined outsourcing for email so that capacity is increased. Security and reliability is an issue. Talking to legal about how to manage this.

**Ben Ide:** Wanted to alert everyone that the end of the year “Stash it Don’t Trash It” activities will be held at the end of the year. In their meetings with the President, the Staff Association discussed allowing staff to attend staff Association Meetings without being on break; working greater than 5 hours without mandatory breaks, and use of flex time for professional development. (?)
Faculty Senate Meeting  
Tuesday, May 8, 2012

Attendance:
A&S: Larry Gould, Erin Striff, Travis Tucker, 
Barney: Deborah Kidder, Susan Machuga, 
CETA: James Fuller, Patricia Mellodge, Saeid Moslehpour, Michelle Vigeant, 
ENHP: Katherine Lewis, Lucy Richard, Diana Veneri, Ellen Wetherbee 
Hartt: Robert Black, Dee Hansen, Rita Porfiris, Joshua Russell, Peter Woodward 
HAS: Power Boothe, Jeremiah Patterson, Jaclyn Conley 
Hillyer: Stephan Bullard, Mary Fister, Scott Scribner, Sharon Shepela

Absent: Marco Cupolo, Randy Jacobs, Kathy McCloskey, Laura Pence, Fei Xue, Andy Hao, Ke Yang, 

Guest: Ralph Braithwaite, Ben Iden, Maria Marques

Student Affairs Committee: During the previous meeting, language for the MAPP regarding program closure was discussed. The background information and final proposal submitted by Senate is attached. This language was unanimously approved by Senate.

Election of officers: Unanimous vote for officers as follows: President-Saeid Moslehpour, Vice President-Kathy McCloskey, Secretary-Ellen Wetherbee.

Faculty Diversity Committee: Report will be given at executive meeting. There have been two tasks accomplished-i.e revision of the “tool kit” to be used for hiring purposes and agreement by Fred Sweitzer to include a “Diversity” button on the UHA web page.

Grants & Stipends Committee: There are funds for six summer stipends and seven Coffin Grants, which have been awarded. Next year, Coffin Grants will need to secure more funding if there are to be the same number of awards given.

Presentation by Chuck Colaruli and Rick Zeiser regarding recruitment and admissions: There are a multitude of strategies that admissions employed this year to attract students to the University. For families who show up at the University at times when tours are not available, there is an app that gives a guided walking tour. Additionally, there is a new virtual tour, which provides photos of classrooms and the library. Statistics indicate that there have been over 24,000 “visitors” in the last 6 monts and that there have been over 1,200 total actions from the virtual tours. Visitors have been from 95 countries. We have employed Cappex, a company that supplies contact information of people who are interested in college services. Additionally, Cappex runs campaigns that promote the University of Hartford by having a feature “pop up” when users are searching certain aspects of colleges. Our admissions office uses social media-e.g. Twitter, Facebook, 4Square, and You Tube. Facebook has allowed people to search for roommates it hosts other meetings, as well. Email campaigns have reached 11.5 million people. Additionally, there admissions has used personal URLs and QR codes. The QR codes have resulted in 10,000 emails to people who expressed interest in finding out more about UHA. There has also been a mailing that has been personalized such that an individual receives a brochure which provides in depth information about programs in which prospective students have expressed interest. Admission statistics indicated good responses, particularly when compared to 2011. RSVPs for student visits: 2011-1,540 students vs. 2012-1,684; attendance at event: 2011-1,011 vs. 2012-1,193; Spring Monday lunches: 2011-775 vs. 2012-1030; off campus receptions: 2011-260 vs. 2012-381; FAFSA submissions: 2011-6,059 vs. 2012-7,327; applications: 2011-12,473 vs. 2012: 14,802.

In terms of finances, tuition increased by $1,174 this year, however aide awarded went up by $1,605.

Despite all of the efforts on the part of admissions and indications that the yield would increase, deposits are down by 1.8%, to date. Specific to programs and colleges, architecture dropped 16-18 students, the MBA programs’ enrollments are significantly decreased (also a national trend). A&S had an increase in enrollment, particularly in the Biology and Psychology Programs. The Hartford Art School rebounded after two poor years and has increased from 62 to 89 student deposits.
There will be focus groups conducted of students who chose not to attend in an effort to understand why they chose against coming to UHA. Additionally, there has been a change in strategy in terms of funding students who still had a gap in need. In the past, students were still funded, despite a gap in financial need. These students tended to leave early, therefore, we are not funding students how have a gap. There are more “low need” and “no need” students enrolled, so there is hope that retention will be better.

**Walter Harrison reported on the following:**

**Foundation of the Future:** Mid summer may be too early for the task force to complete their work. Faculty will be informed of information from FoF in the fall. Task forces are encouraged to make reports comprehensive to see their rationale behind recommendations. There needs to be opportunity for programs in the divest group to speak with the committee to understand the analysis. FoF is a prelude to strategic planning.

There will be work this summer on how to pull together a strategic plan and these conversations will include faculty and Senate. Larry Goldstein, the consultant for FoF will advise the group on how to move forward. The goal is for a clear exchange of opinions and to make this a stronger University.

There is still a commitment to increase faculty salaries, scholarships, and fund deferred maintenance.

**HCW Campus:** Planning and zoning of Hartford voted against the sale of this campus. This was completely unexpected. Residents who lived near the campus hired lawyers who argued against the sale. Moving forward, administrators will not be moving out of their offices, and 2/3 of the campus will be “mothballed.” The exterior of the campus will be maintained and offices will be consolidated to 3 buildings. Walter will be meeting with the Mayor of Hartford to discuss this further.

**Faculty Affairs Committee:** Faculty voted on the proposed language regarding contract dates and income for grants. The language of the 3 components of these changes is attached. The votes regarding the policy changes were as follows: Part A-Preamble: 17 in favor, 5 not in favor; Part B-Faculty rights and responsibilities: 16 in favor, 6 not in favor; Part C-Income for grants: 20 in favor, 2 not in favor.

**BLT Committee:** Letters to awardees have gone out. Winners as follows: Bent-Mahmoud Waheeb, Larsen-Ken Stenn, Trachtenberg-Katherine Black.

**Administrative Liaison:** Nothing to report.

**E&S:** President noted activity on sustainability efforts on campus during Earth Day celebrations. He is endorsing greater movements to sustainability and allocation of funds to be used for sustainability. A portion of the savings from sustainability efforts will be reinvested into E & S for further initiatives.

**Meeting adjourned at 1:40**

**Faculty Senate Meeting**  
**Thursday, May 10, 2012**

**Attendance:**

- A&S: Marco Cupolo, Kathy McCloskey, Laura Pence, Larry Gould, Bin Zhu  
- Barney: Deborah Kidder  
- CETA: James Fuller, Saeid Moslehpoor, Ying Yu  
- ENHP: Katherine Lewis, Lucy Richard, Diana Veneri, Ellen Wetherbee  
- Hartt: Rita Poriris, Joshua Russell, Peter Woodard  
- HAS: Power Boothe, Jeremiah Patterson  
- Hillyer: Stephan Bullard, Robert Churchill

**Absent:** Randy Jacobs, Erin Striff, Travis Tucker, Fei Xue, Andy Hao, Susan Machuga, Ke Yang, Patricia Mellodge, Michelle Vigeant, Robert Black, Dee Hansen, Jaclyn Conley, Mary Fister, Scott Scribner, Sharon Shepela, John Muelle

**Guest:** Chuck Colarulli, Ralph Braithwait, Ben Iden, Maria Marques, Rick Zeizer,
Curriculum Committee: Unanimous approval of curriculum committee proposal. Barney was asked by the committee to reconsider their proposals concerning courses in the minor.

Resolution to support 2nd shift custodians: Some second shift custodians were informed that must move to 3rd shift. This was done without consultation and has resulted in hardship on many members of the janitorial staff. Senate acknowledged the right of the University to make this change, but faculty voted to support a resolution that would encourage the administration to discuss this further with the janitorial staff.


Faculty Affairs Committee: A resolution regarding the status of tenured faculty and non-tenured faculty and staff in light of the FoF had been previously proposed. Faculty voted to support this resolution, with a change in the wording as follows: the words, “shall not” in the first sentence under item 3, should be changed to be, “Faculty members can be terminated…..” Under the proposed language on unprotected individuals, strike the word, “also.” Also, on this document, “unless” needs to be changed to “before.” Additionally, it was agreed that we should remove the part regarding “continuity of program” in section 1. The motion to accept the resolution was voted on with 1 member abstaining and everyone in favor.

There was a motion that was upheld to table the proposed “Vetting of Reorganization & Appeal Process” by Senate.

Vote to transfer power of Senate to Executive Committee: Unanimously upheld.

Vote for officers of Senate to be Regents: Unanimously upheld.

President Commission on Status of Women: This is a committee, of 12-15 individuals, that has issued a survey regarding the workplace environment of the University. They are also exploring how many women have gone through P&T.

Staff association: No news.

BAT: Will be taking a view of the budget in light of findings from FoF, faculty compensation, marketing, kick-off funds from capital campaign, and $5 million deferred maintenance. Tuition increase will be 4%. There will be a hold back of 10$% for programs. Our goal is 1565 new students, but we are under this number, currently. Retention has been inching up. Able to refinance bonds for savings of $900,000. Regents want to save 2/3 of this for rainy day funds and the potential costs of refinancing in 10 years.

Faculty Compensation Committee: They have finished their charge, with a report to the President.

Meeting adjourned at 1:40