

## **ACADEMIC SENATE MEETING September 23, 2011**

In attendance: Julia Norrgard, Brian Bowen, Richard Castleberry, Eranda Aliu, William Wechsler, Albina Balidemaj, Edmond Muhaxheri, Taulant Ramabaja

### **I. Call to order**

JNorrgard opened the meeting by welcoming guests. Went over rules.

### **II. Comments by Academic Director Bowen**

Over the next 2 weeks, the development of a democratic 2 year rotation of Unit Heads among full-time faculty should be discussed and a faculty decision made. EAliu asked about professors who have other part-time jobs, to which BBowen replied that divided loyalties were a problem, that consulting was ok but that there should be a declaration process for other outside commitments.

Minimum / maximum class sizes were discussed as well as “soft caps” in which another class will be open as soon as the first reaches 25 students to keep more balanced class sizes.

BBowen was surprised and disturbed by the amount of cancelled classes and wants a policy on the cancellation of classes and lateness to class.

At least half of the Faculty Policy and Procedures should be reviewed at the Dec. 2 Faculty Meeting. As well, discussion of the grading policy is needed in order to deal with grade inflation. TRamabaja raised student government’s concern about scholarships, which may also need to be revised.

Part-time faculty will only have 1 or 2 sections/quarter and a maximum of 6 per academic year which was generally agreed with.

Requirements for the positions of Assistant Professor and Associate Professor need to be confirmed; as well clearer job titles should be given for part-time and full-time lecturers.

The faculty salary scale will be determined with more transparency.

### **III. Old Business**

**Faculty Fund:** EAliu reported that there will be a draft and that Ilir said “salaries are sacred” and won’t be touched.

**Website:** RCastleberry will email everyone who needs to be contacted in order to go forward, including Daniel and Driart who will be consulted, and a committee will be formed. TRamabaja will ask students for help.

**Retail on Campus:** RCastleberry will apply to clubs to see if they are interested in selling merchandise such as phone credit and food. JNorrsgard requested that Ilir Ibrahim be brought in on it. RCastleberry suggested that Ilir's office could approve the proposal. Further discussion will be carried over to the next meeting.

#### **IV. New Business**

Motion made by EMuhaxheri to accept the minutes from the last Senate Meeting. Seconded by EAliu.

Motion carried.

JNorrsgard's Senate Charter proposal: Unit heads will be requested to meet with their Units and go over the Charter line-by-line, collecting ideas and amendments into one document. Each Unit Head will have a document containing all proposed amendments or options if no consensus was reached at the Unit level. These Unit versions will be discussed at a meeting of the entire faculty, including all instructors under contract. A secret ballot vote on the final version will take place October 24.

Motion to approve JNorrsgard's proposal by RCastleberry. Seconded by EAliu.

Motion carried.

TRamabaja presented Student Gov.'s proposed mission statement of the Food Committee to advise Ma Belle about the running of the canteen. Operations agrees one is needed. JNorrsgard agreed to represent faculty. Arlinda from Finance was suggested by JNorrsgard as a staff representative.

Faculty Policy and Procedure feedback meeting September 26 with Chris Hall. Anyone with a passion for proof-reading is welcome to attend.

#### **V. End of Meeting**

Motion to adjourn by RCastleberry. Seconded by E Muhaxheri.

Motion carried. Meeting dismissed at 10:44.