

Executive Committee
Boulder Faculty Assembly
Minutes
November 24, 1997

Attendance:

Chair John Daily presiding, Vice Chair Cathy Comstock, Secretary Robert Schulzinger, Barbara Bintliff, Greg Carey (also representing BFA Administrator Appraisal Committee), Susan Dean, Dick Ham, Robert Hohlfelder, Paul Kroll (also representing BFA Professional Responsibilities Committee), Mike Preston, Martha Jo Sani, Phil Tompkins, UCSU rep Chris Armijo; **representing BFA Professional Responsibilities Committee:** Eckart Schutrumpf; **representing BFA Administrator Appraisal Committee:** David Fagerstrom, Tom Geers, Uriel Nauenberg and Lou McClelland

A meeting of the Boulder Faculty Assembly Executive Committee was held on Monday, November 24, 1997, in Porter Biosciences Room B121. Chair John Daily presided. The meeting convened at 3:34 p.m. and adjourned at 5:01 p.m.

A. Approval of Minutes

MOVED by Preston and seconded by Carey that the minutes of the 11/17/97 BFA Executive Committee meeting are approved.

The motion carried.

B. Chair Report

Announcements:

Daily announced that the Deans Council will meet on Tuesday, November 25, in Regent 302, and that the Administrator Appraisal will be discussed at 9:30. Daily asked that co-chairs of the BFA Administrator Appraisal Committee attend.

Committee Assignments:

NCA Self-Study

Daily discussed the e-mail message he forwarded to the excom on 11/12/97 and asked for suggestions for a faculty member (preferably from Arts and Sciences) to serve on the NCA Self-Study committee, headed by Bill Kaempfer. Send candidate suggestions to Daily at **Error! Bookmark not defined.** or the BFA Office to **Error! Bookmark not defined.**

System Retirement Task Force

Todd Gleeson has asked for a UCB faculty member to serve on the System Retirement Task Force. After discussion, the following possible candidates were suggested:

Dale Oesterle – LAW – 2-8163
John Cooper – PHYS – 2-7813

C. Report from Vice Chair

Comstock reported that the instructors document has gone to the Council of Deans and VCAA Loh suggested she meet with the deans individually. Comstock reported that she currently has met with over half the deans and has asked them to submit reports by February 1, 1998. Comstock stated that the tentative plan is to append each response to the original document that was forwarded to the Council of Deans from the task force.

Comstock discussed the involvement of AAUP and Joel Guenther on the instructor's document.

Daily stated the importance of role identification as it concerns the instructors document.

D. Committee Structure

BFA Professional Responsibilities Committee

Paul Kroll, co-chair of the BFA Professional Responsibilities Committee, named the other committee members as: co-chair Eckart Schutrumpf from CLAS, Richard Collins from LAW, Mimi Mortimer from FRIT, Dan Liston from EDUC, and Yolanda Maloney from LIBR.

Schutrumpf reported that the professional responsibilities committee is a policy-making committee. Schutrumpf stated that the *Professional Rights and Duties of Faculty Members and Roles and Professional Duties of Department Chairs* document took three years to complete. Schutrumpf stated that the purpose of the document is to make sure that administration address grievances properly and in a timely manner.

Schutrumpf discussed the most recent policy decision of the committee to establish faculty ombudspersons and that two have now been appointed. Schutrumpf stated that the faculty ombudspersons currently have approximately 20 cases.

Schutrumpf pointed out that the professional responsibilities committee does not deal with sexual harassment issues, issues of equity, or serious promotion and tenure issues. Schutrumpf stated the investigative role as the primary role of the committee and therefore seeks results by either mediation or consultation.

Regarding restructure of the professional responsibilities committee, Schutrumpf suggested that the chair of the committee only attend BFA Executive Committee meetings when specifically needed.

Schulzinger suggested the professional responsibilities committee consult the VCAA to see how the professional rights document has affected the professional culture at UCB and to determine whether the document has become the standard of professional conduct.

Daily suggested a flow chart on the web for grievances and to publish the *Professional Rights and Duties of Faculty Members and Roles and Professional Duties of Department Chairs* document on the BFA web page.

BFA Administrator Appraisal Committee

Greg Carey, co-chair of the BFA Administrator Appraisal Committee, named the other committee members as: co-chair Tom Geers from ENGR, Richard Seebass from ENGR, Gordon Sandford from MUSC, David Fagerstrom from LIBR, Uriel Nauenberg as former Chair of the committee, and Director of Student Affairs Research Lou McClelland as an ex-officio member.

Carey stated the two major duties of the committee are to determine eligibility, not only for administrators for evaluation but for faculty doing the evaluations; and to then do the appraisals.

Geers commented that the function of the committee is significant and that it deters corporate academia.

Geers discussed changing the means by which the results are disseminated and that the committee has been too accommodating to the press. Geers suggested sending results to those involved and not handing the results to the press.

Regarding restructure of the committee, Geers suggested the scope of the committee be broadened to include the functions of a committee on communication. Geers discussed the possibility of a type of faculty newsletter to inform faculty of BFA and BFA Executive Committee actions. Daily agreed and asked the committee to discuss the newsletter concept and the possibility of “threaded discussions” on the web for “hot topics.” Hohlfelder stated his belief that the BFA Administrator Appraisal committee should stay intact with that specific purpose. Daily agreed but stated that the idea of a BFA Communication Committee is a good one.

Kroll suggested it would be useful to have all category grade responses available rather than the overall grade. McClelland commented that the individual categories are posted on the web. McClelland also stated that the decision to publish only the overall grade might have been determined because many of the categories were closely related.

Bintliff asked about the inclusion of non-academic evaluations of administrators at some point. Carey responded that the committee might not be empowered to include evaluators other than members of the UCB faculty senate.

Comstock commented on the importance of including all instructors rather than only senior instructors and instructors with two or more years experience as evaluators, and that to do otherwise would be inconsistent with the instructors document currently in progress.

Daily charged the BFA standing committees to revise the function statements for their committees and include more detail.

E. Next Meeting

The next regular meeting of the Boulder Faculty Assembly Executive Committee will be on Monday, December 1, 1997 in Porter Biosciences Room B121 from 3:30 p.m. to 5:00 p.m.