

APSCUF Executive Committee
June 8, 2009, 3:00 p.m.
Minutes

President Jace Condravy called the meeting to order at 3:30 pm.

Members Present: Cavill, Cohen, Condravy, Keller, Meztli, Russo, Sykora, Silva

- I. **Review of April 16 Minutes** - Cavill/Cohen motion to approve; passed unanimously.

- II. **Modification of Forms/Policies**

- A. Sick Leave Blank Form – Changes were made according to federal HIPAA regulations to delete social security number and information as to the nature of the illness and to include physician signature.
- B. Cover sheets for probationary and temporary faculty reviews were presented and reviewed. Minor editorial changes were made.
- C. Distance Education Peer Observation form – A change in terminology was made from the word “lesson” to “unit” to refer to a segment of an online course; Condravy will inquire as to the most commonly used terminology
- D. Employee Wireless Communication Policy – Certain faculty may use wireless communication devices and the university must have a policy to determine eligibility requirements and the appropriate stipend for compensation of the costs associated with its use. The draft policy was distributed for informational purposes.
- E. Continuing Education Policy revision was presented with changes that permit faculty to voluntarily select the CE payment option for low-enrolled summer classes—regular or contingency; passed unanimously.
- F. Faculty Scholarly Activity Needs Survey – The survey was developed as an effort to determine the needs of faculty who wish to develop a high level of scholarly activity. Suggestions were made to add language that addressed reduced teaching load, studio space, performance-related and other creative activities, and funding resources. These suggestions will be made for revision of the document; protection of the anonymity of survey responders will also be suggested.

- III. **Approval of Susan Lubinski to GISJ**
Meztli/Keller motion to approve; passed unanimously.

- IV. **Composition of Department Evaluation Committee:**

“Each department shall select a committee to assist in the evaluation function”
“No faculty member shall serve on his/her own evaluation committee” (CBA, p.24)

Departments have designated subcommittees in effort to work within the CBA guidelines when a small department has several members to be evaluated in one year. However, this practice is not allowed under the CBA and departments must recruit committee members from another department when necessary.

V. **Chair Evaluations**

The suggestion that chairs be evaluated was made at a meeting of the department reps, but such an instrument does not have a basis in the CBA and, therefore, will not be initiated. Evaluation of deans and directors will be explored further.

VI. **Attendance at Social**

There appears to be a steady decrease in faculty attendance at the semester-end socials. The committee brainstormed as to ways to increase attendance. Suggestions included a phone tree for voicemails to encourage faculty; change in the location/timing; a survey to determine reasons for lack of attendance/what can be done to increase attendance; announcing the menu; inclusion of vegetarian items; and a door prize for new faculty attendance.

VII. **Sponsorships**

- A. **Sliders' – July 8, 9, 10, 22, 28, 29** No funding required, someone must attend and throw the first pitch. Dr. Condavy volunteered to attend on 7/22. It was suggested that membership be informed of APSCUF sponsorship and encouraged to attend.
- B. **Rotary Golf - \$100** Sykora/Cohen motion to approve; passed unanimously.

VIII. **PR Purchase** In effort to increase SRU APSCUF visibility and public relations prior to upcoming contract negotiations, it was suggested that PR items be purchased to be distributed at the first membership meeting (10/1), the Welcome/Open House (9/16, 4-6 pm), and WOW weekend (8/28, 10 am-1 pm). Villagefest (9/26) was suggested as another venue for distribution. Lanyards, jumpdrives, water bottles, and calendar magnets were among the suggestions. Hot dog distribution early in October was suggested as well. Cohen will explore and provide a chart summarizing items and cost.

IX. **EC meetings for 2009-10 12:30 Patterson Hall conference room:** 8/27, 9/17, 10/20, 11/10, 12/3, 1/21, 2/18, 3/18, 4/27.

X. **Lobby Day 6/2-3**

About 40 people attended including Meztli and two students (the only students!) from SRU.

Meeting adjourned 5:30 pm

Respectfully submitted:

Mary Frances Russo, SRU-APSCUF Secretary