

## EXECUTIVE COMMITTEE MEETING

February 17, 2009

Common Hour

### MINUTES

President Jace Condravy called the meeting to order at 12:35 pm.

**Members Present:** Cavill, Cohen, Condravy, Daddesio, Russo, Silva, Sykora, Wilson

- 1. Review of January 15 minutes** – Cohen/Cavill motion to approve; passed unanimously.
- 2. Individualized instruction for Michelle Messer** – Sykora/Wilson motion to approve. Ms. Messer requested individualized instruction for two classes due to a medical condition which results in her inability to sit in the classroom. Motion passed unanimously.
- 3. Priority scheduling for athletes** - A hard copy of the rationale was provided. Discussion ensued as to other students who are allowed priority scheduling and those who may request it in the future. EC recognized that approval of the request may result in similar requests from other groups of students; e.g., marching band and SGA officers have previously been denied this request. Cavill/Wilson motion to bring this proposal to membership with a positive recommendation; passed unanimously.
- 4. Review of DE peer observation** - The proposed form was distributed. Dr. Condravy suggested clarification of the time period allowed for peer observation in the course management tool. In addition clarification of other aspects of the document such as assessment, resources, etc. were discussed. Brad Wilson pointed out that not all faculty are qualified to evaluate a distance education course and that a training workshop called *Quality Matters* is available to that end. EC suggested that the proposed document requires detailed evaluation of the entire course rather than an observation of one class period (as is the case

with the traditional peer observation). Dr. Condravy will provide an alternative document and both will be presented to membership.

5. **Inclement Weather Policy** – EC held discussion of instances in which the weather was severe enough that conditions were treacherous although classes were not cancelled. This issue will be brought to Meet and Discuss. An additional issue concerns faculty who meet classes online rather than in person and whether or not leave forms are filed in these instances. A lengthy discussion ensued and it was agreed that if faculty choose to cancel class they must file a leave form unless the class is an approved blended or DE course.

6. **Committee Reports**

- A. Negotiations Committee – Minutes from a recent meeting were distributed in which several suggestions were made for increased APSCUF visibility. Some of the suggestions were considered viable. Magnets were suggested as opposed to buttons. Faces of APSCUF photos may be taken at an EC meeting by adjourning early and going to the art studio.

Meeting adjourned 1:45 pm

Respectfully submitted:

Mary Frances Russo, SRU-APSCUF Secretary