

Administrative Senate Minutes

September 22, 2011

Attendees: Ashlee Claud, Deneen Evans, Sarah Ross, Elizabeth McCormick, Ed Oakes (Senate Liaison), Robbie Davis, Karen Castele, Alice Coughlin (Reported early and had to leave)

Absent: Brent Chumbley, Robyn Porterfield, Donna Spradlin, Stephanie Jennelle

Guests: Laura Noll, Renee Huth, Steve Helm, Bill Kennan, Lisa McDaniel, Tom Cruise, Ginger Williams, Michele Jenkins

- I. **Introduction of Senators**
- II. **AP Faculty Evaluations** – At the most recent Deans Meeting, the AP Faculty evaluation process was discussed. Vice-Provost of Academic Affairs, Bill Kennan was asked to offer some detail as to the discussion. He said it was determined that there is no official AP Evaluation process, and many AP Faculty members haven't been evaluated in several years. Dr. Kennan offered that T&R faculty's evaluation process is in their handbook and perhaps the AP Senate should put forth an Evaluation policy in our current handbook revisions. It was discussed to form an Ad hoc committee to form this policy. Deneen Evans, Renee Huth, Laura Noll, and Elizabeth McCormick volunteered to serve. Ashlee Claud moved to form an ad hoc committee to form an AP Faculty evaluation policy that will be

represented in the handbook revisions presented to the president and cabinet. Sarah Ross 2nd – unanimous vote.

- III. **Designating the Library Senate Seat as a Voting member** – Currently the Library Senate Seat is a non-voting member of the Senate, but they do have a vote in the T&R Faculty. It was discussed that because Library staff are largely AP Faculty members, that they should have a voice in our Senate. Sarah Ross moved to make the Senate position representing the Library an official voting member. Robbie Davis 2nd - unanimous vote.
- IV. **Vacant Senate Seats** – Deneen Evans is working with Human Resources in order to determine how changes in the University landscape have altered Administrative Senate representation. We will vote to add new senators at the October business meeting.
- V. **Election of Senate officers** – nominations done in the meeting – voting will take place electronically. Deneen will send electronic nomination ballots on September 22. Deneen Evans self-nominated for President, Deneen Evans nominated Elizabeth McCormick for Secretary, Deneen Evans nominated Ashlee Claud for Vice President, and Deneen Evans nominated Alice Coughlin for Parliamentarian. No other nominations were made.
- VI. **Meet and Greet/Reception** – We have organized a Meet and Greet for the AP Faculty Community to have an opportunity to become acquainted with Provost Minner. Breakfast will be provided and will follow a similar format to last year with Provost Minner filling the role Ms. Kyle filled last year. The reception will be held at 8:30 in Heth 43 followed by Provost’s remarks and a brief meeting.

- VII. **Presidents Report** - An ad hoc committee has been working on handbook revisions for the last year. We plan to have a document presented at the November 11-12 board meeting.
- VIII. **Calendar** - The Administrative Senate will meet on the last Thursday of the month during the school year at 8:30am. The location will be the Bonnie Combo Room unless otherwise stated.
- IX. **Adjournment**