Assembly Members Present: Suleiman Ashur, Robert Barrett, Chao Chen, Dave Clevenger, Suining Ding, Iskandar Hack, Yanfei Liu, Hongli Luo, Dina Mansour-Cole, Reynalda Pablo, Gyorgy Petruska, Mark Temte, Deandra Travis.

Assembly Members Absent: Bongsu Kang.

Assembly Member Excused: Matt Kubik.

Call to order
The meeting was called to order at 12:03 p.m. by Chair Barrett.

Approval of the Minutes
January 5, 2009 minutes were approved as written.

Acceptance of the agenda
The agenda was accepted as written.

New Business
Meeting with Dean Voland

- Budget – Per the President and Chancellor a 1% cut is needed for this year’s budget. No decisions have been made by the President or the Chancellor as to how this will be done. If they decide to do 1% across the board that would mean $55,000 out of ETCS budget. Ninety percent (90%) of our budget is in salaries. No layoffs predicted, but there is concern that faculty lines may not grow and launching new programs may be possible. We have launched more new Bachelors and Master degree programs than any other unit in this University over the last 5 ½ years. It may be that if someone retires or leaves they may not be replaced. Worst case scenario for this year’s budget is that there might be a 3% cut. No bonuses for this year. No decision has been reached on the issue of merit raises. One possibility could be that people below a certain salary level might receive raises and that people above that level would go without a raise for this year. Bottom line is 1% has to be cut. Worst case scenario is probably 3% cut in budget for next year and a very tight hiring policy for new faculty. The Dean will send out updates as he receives them.

- Release Time Policy – The Release Time Policy that the college has prepared will probably be suspended until the budget crisis is resolved. The administration may seek to reduce the university’s reliance of LTLs by decreasing the number of non-research course releases. The administration also would like to reduce the number of overload teaching assignments on campus. The Deans are to provide a complete listing of non-research course releases and productivity associated with those releases for 2008-09. There has been no discussion of increased loads. There may be a push to combine sections with small enrollments.

- AFR’s – Gerard will provide feedback to the faculty by 2/16/09. Junior faculty will have to have the whole form because of tenure track. Senior faculty may use the easy form.
• Technical Support Staff – Five support staff report to Hal Broberg. Bob Barrett and Hal Broberg will create a job feedback form as a follow up to the work order. This form will show satisfaction or dissatisfaction of a job done and will go to Hal when completed.

• Faculty/Staff Lounge utilization ideas – Dean Voland would like to see the lounge utilized more and welcomes any suggestions.

• Assembly Leadership for College
  We need to get more nominations for the College Awards.
  Chair evaluations is a great idea – remind colleagues to complete these evaluations.

• Spring College Convocation – Chairs will each give 5 minute report and Dean Voland will give a budget update at the convocation.

• Promotion & Tenure Process – Bill McKinney may be attending the Dean’s meeting this month of all faculty to clarify the promotion and tenure process. The department criteria cannot be ignored during evaluation. Committees cannot ignore or misread department criteria. Faculty should again go back and look at the criteria under which candidates will be evaluated.

• Assembly might wish to discuss the issue of double dipping regarding serving on committees and bring to the Faculty Senate.

Committee Reports

• Curriculum Committee
  Curriculum committee has not met yet.

• Educational policy
  Changes to the By-laws and Constitution that were mailed to the faculty on January 22nd were approved. Chair of Assembly must be a tenured faculty member. A meeting of faculty will be held February 23 for questions regarding these changes.

• Faculty affairs
  S. Ding reported on the faculty work load changes. Option 1 should be 1.15 instead of 1.005 and Option 2 should be 1.15 instead of 1.00. This is what was sent out to faculty and is a work in progress. Committee would like feedback. After discussion a motion was made by M. Temte and seconded by G. Petruska to delete the sentence in Option 1 For graduate courses the maximum teaching load should be six credit hours. D. Mansour-Cole made a motion, seconded by G. Petruska, that the last sentence of item 4 should read Special consideration should be given for graduate courses. S. Ashur, seconded by I. Hack, made the motion that Option 1 formula is changed to Release Hours/12 + Lecture Hours/12 + Lab Hours/16 = One FTE. All approved. The committee made a motion to change the name from School to College in S.D. document 89-26. It was approved by the Assembly.

• Nominating
  No report.

The general good and welfare of the College

Adjournment
The meeting was adjourned at 1:21 p.m.

Next meeting
March 2, 2009 in ET 206 at noon.