
Assembly Member Excused: Dave Clevenger.

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

Approval of the Minutes
The February 2, 2009 minutes were approved as written.

Report of presiding officer
- Results of the elections were presented.
- Faculty Affairs: No document regarding lab hours in the Purdue system. S. Asher gathered information to find out what was being done in the departments. Lab hours divided by 18.
- March 16 packets for evaluation of department chairs will go in to the mailboxes of faculty.
- CS “Guidance for Evaluators” was handed out as an example for other departments that might want to create their own guidelines.
- H. Luo and Judy will prepare ballots to be distributed to faculty for vote on Constitution and By-law changes. Please encourage faculty to vote as 2/3 of voting membership is needed to pass.
- Bill McKinney will be at April 6 meeting.
- Curriculum committee sent 3 documents from Engineering, 3 from MCET, 2 from CEIT, 1 from CS which will be dealt with by March 18 and we will have them at the April 6 meeting.

Acceptance of the agenda
The agenda was accepted with the addition of Form 40’s under New Business.

Old Business
No Old Business

New Business
- Curriculum committee – It was requested that there be a place for the Department Chair to sign on Appendix C of the ETCS Assembly Document 76-1. The revised document was accepted with this additional change. The new documents will be sent to all Faculty before the convocation.
- Educational policy
  No report.
- Faculty affairs – A motion was made to reconsider Faculty Workload and College Committee separately. After discussion, a motion was made and approved to change the faculty workload formula from divided by 16 to divided by 18.
Teaching Load, Option 2, “with minimal expectations of other professional activities” shall be reviewed next year.

- **Nominating**
  No report.

- **Form 40’s** – Form 40’s need to have school approval as required by the VCAA. Beginning in 2009-2010, Form 40’s will go to the Assembly for approval.
  A motion was made and approved to change 1C of Assembly Document 76-1, line 2, to read “The Department Chair shall send the revisions to the Assembly of Representatives for approval.”

The general good and welfare of the College

Adjournment
The meeting was adjourned at 12:58 p.m.

Next meeting
April 6, 2009 in ET 206 at 12 p.m.