Executive Committee Minutes- Savannah State University

Wed., Oct. 26, 2011 4:30 PM President’s Conference Room Hill Hall

Present: Dozier, Dowling, Metts, McClain, Dolo, O’Brien

1. Call to Order- The meeting was called to order by Dr. Dowling at 4:35 PM.
2. Faculty Handbook- The Executive Committee informed the President that the Faculty Senate had approved the handbook. Dr. Metts will send the President a clean copy of the handbook with all of the grammatical mistakes corrected. The final step in the process is for the President to approve the handbook.
3. Registrar’s Office- Dr. Dowling said that the rationale for moving the Registrar back to Academic Affairs was that curriculum changes made by the NPCC which were approved by the Senate had never been entered by the Registrar’s Office into the system.

Dr. Dozier said that she was hesitant to make this change because she did not want the Faculty senate to have oversight over student affairs. For example, the Faculty Senate should not be in charge of approving the Student Handbook. Also, the position of Registrar does work for both registration and student life. Perhaps this is the time to think about the responsibilities of that position and possibly splitting the duties so they clearly fall under one and one unit.

1. Salary Equity- Dr. McClain has done some research in CLASS and found that salaries are not as competitive as they could be.

Dr. Dozier has asked Human Resources to study the compensation structure for staff. There should be a compensation scale.

Dr. Dozier will ask Dr. Crow to look at what can be done for faculty.

Dr. Dowling suggested that the Survey Research Center could possibly do this study.

1. Student Evaluations- There will be a vote at the next Senate meeting about whether or not to have a one-semester trial on online student evaluations of faculty.
2. Meeting Times- Dr. Dowling said that it would be helpful for committees if there could be a time period reserved from meetings from 4:00-5:30 or 6:00 PM on Tuesday and Thursday. This time period had been reserved in the past for a few years but now some professors are starting to teach more classes at 4:00 PM.

Dr. Dozier said she did not favor an institutional across-the-board period in which classroom instruction would not take place. She suggested that colleges and departments will have to find common meeting times.

Dr. Dozier indicated that we need centralized computerized scheduling. Some buildings are under-utilized and only have classes until 3:00 PM while others have classes throughout the day and evening.

1. Adjournment- The meeting was adjourned at 5:20 PM.

Respectfully submitted,

Kevin O’Brien- Recording Secretary