

## **A & S Executive Committee Meeting Minutes for October 8, 2009**

**Present:** Sunil Narumalani, Tim Borstelmann, Sebastian Elbaum, Amy Goodburn, Pat Dussault, Greg Snow, Helen Moore, Sidnie Crawford, David Manderscheid and Becky Carter

**Not able to Attend:** Judy Walker, Patrice McMahon, and Shireen Adenwalla

1. The committee reviewed and approved the minutes for the 9/24/2009 Executive Committee meeting.
2. Classics and Religious Studies and Judaic Studies APR: The committee reviewed and made suggestions on the Classics/Religious Studies and Judaic Studies APR questions from the dean's office.
3. College/Dean's Office Review: The college has never been reviewed. On this campus, colleges are usually only reviewed while going through an accreditation process. Greg Snow made a presentation on a proposal to conduct an administrative and operations review of the Dean's Office. The committee made suggestions on the scope and mission of the review. The review would most likely begin next academic year.
4. Temporary Instruction Request: The dean's office will be sending out a call for temporary instruction requests soon. The college will include a pre-populated spreadsheet to the request in order to get a baseline on departmental workloads and how each department count faculty workloads in terms of temporary instruction needs. The committee discussed and made suggestions on the spreadsheet.