

Executive Committee
Wed, May 9, 2007, 9:00
Daley, 1-360
Minutes

Present: Case (Chair), Armstrong, De Groote, Fiscella (Secretary), Weller, Wiberley. Zhao absent with notice.

1. The minutes of April 14 were approved.

2. Old Business

- Human Subjects Library Review Committee Procedures: update (De Groote, with consultation from Armstrong, Appelt). De Groote will show Canlas the document to be sure it is consistent with Canlas' understanding; she will make minor revisions. EC approved the revised procedures. When completed, she will replace the former document on the website with the revised version; Fiscella will inform faculty.

3. New Business

- Faculty meeting follow-up

The Climate document, as approved by the Faculty, will be posted on the faculty webpage. Research leaves are to be arranged ahead of time and approved by the Department Head. Case will ask Library Human Resources to revise the Academic Monthly Absence Report to include research leave and put the form on the faculty webpage. Faculty will use the form beginning August 16, 2007; the research leave will be calculated by academic year.

Fiscella will have the new Norms document posted on the webpage and notify the faculty when it is available; it takes effect immediately. She will work with Annie Ford and Kevin O'Brien to be sure that the new document is conveyed to current candidates for positions.

- Honors 105 course

Case has received expressions of interest in teaching the Honors 105 course. She will be in touch with the volunteers. Other course development opportunities may arise through general education programs, collaboration with health sciences departments or in continuing education.

- Faculty mentoring review

EC agreed to send to both mentors and mentees the questionnaire included in the mentoring program proposal. EC will review the aggregated responses to determine if changes need to be made in the program. Case will send out the questionnaire in Fall 2007, a year after the program began.

- New faculty documents: webpage revision suggestion (Fiscella)

EC approved a revised structure of the Faculty Committee and Documents webpage to better incorporate faculty research. Finding the page continues to be a problem. De Groote, Fiscella and Weller will develop an approach to posting faculty publications or cvs on Library's website. An EC subgroup will consider how faculty information should appear on the new library webpage. The Web Oversight Committee will be sending out information in the near future.

- Review of Clinical Norms Document and Criteria and Procedures...

Case will develop a charge for the task force to review the Clinical Norms document and ask faculty members to serve.

- Graduate College membership

Members are to come from Colleges granting graduate degrees. The Graduate College is also interested in mentors who can work with individuals doing theses.

Submitted by Joan B. Fiscella