

COE Faculty Executive Committee 2003-04 Annual Report

Annual Goals:

For the 2003-04 academic year, the Faculty Executive Committee (FEC) identified the following goals:

1. To define the role of the FEC in relation to administration and Standing Committees (see FEC minutes 10/30/03)
2. To establish procedures for communicating with COE faculty & staff the “workings” of Standing Committees (see FEC Memo 11/18/03)
3. To organize the COE’s Policies and Procedures manual with an emphasis on the Policies and Procedures of the COE Standing Committees (see FEC Memo 11/18/03)
4. To further define the role of ad hoc committees and their relationship to COE Standing Committees (see FEC Memo 11/18/03)

Summary of Actions

1. Goal 1:
 - Met with Dean (11/14/03) to establish role and relationship of FEC to administration.
 - Met with Dean and Chairs of Standing Committees to further define role of each committee
 - Developed draft FEC Policies and Procedures
 - Continuing actions:
 - i. Conversation with the Dean as an regular FEC agenda item
 - ii. End of year meeting with Dean, outgoing and incoming FEC Chairs
 - iii. Completion of FEC Policy and Procedures
 - iv. Completion of COE Policy and Procedures manual, sections on Standing Faculty Committees and Governance By-Laws
2. Goal 2:
 - Determined “workings” of Committees that needed to be communicated to COE faculty and staff to be: schedule of committee meeting dates, times and locations, agendas, approved minutes and end of year reports
 - Met with Chair of Technology Committee (1/9/04); requested and received report recommending most viable avenue of communication, WebCT; FEC accepted Technology Committee report recommendations (4/16/04); Technology Committee accepted responsibility for following through with creating the WebCT site for Fall 2004 in its report to the FEC
 - Continuing actions:
 - Monitor establishment of communication site
 - Communicate with Chairs of Standing Committees when site is available, process and expectations for posting information
3. Goal 3:

- Sent Memo to Committee Chairs (11/14/03) outlining committee roles and responsibilities according to COE By-Laws
- Met with Standing Committee Chairs (1/9/04) to discuss process of developing committee policy and procedures; established timeline for completion of policy and procedures
- Met with some Committee Chairs to review draft policy and procedures (3/26/04)
- Continuing actions:
 - Meet with Chairs of Committees without FEC reviewed draft policy and procedures
 - Request final Standing Committee Policy and Procedures
 - Finalize Standing Committee Policy and Procedures section and prepare for COE Faculty approval

4. Goal 4:

- Sent Memo to Graduate and Undergraduate Deans' Offices requesting list of current ad hoc committees and related roles (11/18/03)
- During scheduled FEC meetings, ad hoc committee requests were reviewed and recommendations made for establishment or using current Standing Committee structure to fulfill needed task
- Continuing actions:
 - Continue to review ad hoc committee requests and make recommendations
 - Continue to request information regarding ad hoc committee activities