



## CONGRESS

**Monday, October 9, 2017**

**Approved Minutes**

**University Hall Room 114**

**3:00 pm**

**Attendance:** Carrie Ball, Kaitlynn Goekler, Mary Howard-Hamilton, Shawn Huisinga, Terry McDaniel, Makoto Omoto, Anna Viviani, Sandy Woolard

### **Ex Officio**

Associate Dean Collins, Dean Buckenmeyer

1. Call to Order @ 3:00pm
2. Approval of minutes for September 11, 2017
  - Anna moved to approve, Mary 2<sup>nd</sup>, Vote- 6,0,0
3. New Business
  - a) Open College Meetings (Debrief)
    - Voted on minutes from the open forum-Anna moved to approve,
    - Shawn 2<sup>nd</sup> Vote-6,0,0
    - 4 responses from the Qualtrics survey
      - No administration in the spring meeting
      - Send out the minutes after each Congress meeting to departments
      - Schedule the next forum at noon on a Thursday
      - Ask to be on your department meeting agenda and discuss Congress responsibilities
  - b) External Representative
    - Carrie will send email to Dan Clark for possible representative
  - c) Faculty Workload Task Force
    - Dean will send out report and we will share with faculty to brainstorm
4. Old Business
  - a) Ad-hoc Committee for Faculty Review Policy
    - What policies should we review?

- Appoint an AdHoc-November
  - Send Terry McDaniel names from each department to look at our policies. Congress will compare our policies to other universities like ours.
  - Kaitlynn and Makoto volunteer to serve.
  - Will set up meeting at the end of November to discuss this committee.
  
- b) Chair Evaluations
  - Are they too lengthy?
  - Clean up the process
  - We will place on agenda for review in the November meeting.
- c) Biennial Review and Faculty Review Templates-No updates
- d) BCOE Awards Committee (fall graduate student research fund applications are ready for review)
  - Need a member to serve on the committee (send to Carrie Ball)
  - Della Thacker will serve from the T & L Department
- e) BCOE Grievance Committee
  - Need a member to serve on the committee (send to Carrie Ball)
  
- 5. Faculty Senate Representative Report
  - Mary Howard-Hamilton discuss the new University Health Care Savings Account available
  
- 6. Dean's Report
  - Presidential search continues
    - Should be chosen by the end of November
    - Dates for potential candidates to be on campus will be identified (late October)
  - Reviewing biennials
  - Meeting with individual faculty and staff
  - Faculty and administrative positions in various departments opening
  
- 7. Chair's Report
  - Bring Congress responsibility descriptions to your faculty meeting to ensure everyone is familiar with what we do.
    - Let them know they can bring their concerns or questions/suggestions to us.
  
- 8. Open Discussion-none
  
- 9. Adjournment @ 3:58pm

All Congress agendas, meeting dates, minutes, members, and other materials may be viewed at:  
<http://www.indstate.edu/education/governance>