

**Executive Committee Minutes
Faculty Senate
November 13, 2017
Special Called Meeting**

The Faculty Senate Executive Committee met on Monday, November 13, 2017 at 4:30pm in the Faculty Center in the Keen Johnson Building.

PRESENT: M. Ciocca, D. Corley, L. Kay, P. Kopacz, I. Slusher, T. Spigelman, M. Winslow and special guests Chad Adkins and Meagan Murray

ABSENT: R. Day*, D. Whitehouse*

** Denotes prior notification of absence*

APPROVAL OF MINUTES:

Senator Mason moved approval of the November 8, 2017 minutes, seconded by Senator Corley. Motion carried.

UNFINISHED BUSINESS:

- ***Evaluation of President Benson***

The committee approved the addition of a question at the beginning of the survey asking to what degree President Benson acts to support the values listed in the Strategic Plan 2016-2020.

Meagan Murray shared a [draft](#) of the revised questionnaire in the newly approved format.

The XC agreed to offer an online survey only since Qualtrics software is fully ADA compliant.

Chair Winslow agreed to send a memo to Dana Fohl requesting the following information:

As the collection of data obtained through Qualtrics software will contain survey responses as well as the names of the respondents:

1. Would that file be obtainable through open records requests from the public?
2. Would any university officials be able to access the file?

When the XC meets to discuss and analyze the survey results:

1. Would that meeting have to comply with open meeting laws?

Chair Winslow stated that he will create google docs containing a draft email to faculty as well as draft language for the survey introduction and will provide access to XC for editorial review. The documents will be finalized at the next meeting.

The XC set a tentative timeline. The link for the survey would be sent to faculty during the first week of February and would remain open until February 23. A reminder to complete the survey will be sent out to faculty during the second week. Based on the number of results received, the survey may be extended another week, if needed. This would give the committee adequate time to analyze the data, write their report, and submit to the Board by April 1st. Chair Winslow stated that the timeline may need to be adjusted based on the Board's timeline for their evaluation of President Benson.

The next regularly scheduled XC meeting will be on Monday, November 20, 2017.

ADJOURNMENT:

The meeting adjourned at approximately 5:45pm.