The meeting was called to order at 15:08 in Room 2-5 of the Science and Engineering Building.

- The minutes of the Executive Committee Meeting of November 5, 2008 were approved without amendment.
- The next Faculty Meeting is scheduled for February 25, 2009 at 15:00 in Science & Engineering Room 2-49.

**President’s Report**

Vice Admiral Craine

- The Admiral may make some remarks at the faculty meeting, although nothing specific has been planned.

**Vice-President for Academic Affairs (VPAA) Report**

Prof. Hoffman

The VPAA intends to address the following items at the upcoming faculty meeting:

- Mid-term grades, course schedule for Summer and Fall 2009.
- Courtney Worrell has been invited to speak at the upcoming faculty meeting, the subject is the status and activities of the Maritime Intervention Team.

**Presiding Officer**

Prof. Burke

The P.O. intends to address the following at the upcoming faculty meeting:

- The Admiral’s budget process.
- Capt. Smith may be a guest speaker, the topic would be the upcoming Summer Sea Term.

**Standing Committees:**

At the upcoming faculty meeting, the following items will be addressed:

- **CAP - Committee on Appointments and Promotions:**
  - Prof. Mathieson
  - Announcement re: the status of the current recommendations to the administration for reappointment and promotion.

- **CONE - Committee on Nominations and Elections:**
  - Prof. McMillan
  - Announcement re: Chancellor’s Award nominations.
  - Announcement re: departmental elections to fill committee vacancies.
  - Distribution of the revised committee membership listing.

- **CC – Curriculum Committee:**
  - Prof. Levy
  - New course listings and descriptions of electives for the ITT degree programs.
  - Revisions to the course descriptions of ENGL 90, ENGL 95 and MATH 80.
  - Proposal for a new MT course, NAUT 101.
  - Discussion followed concerning the possibility of introducing 2 credits into the indoctrination period, in place of PS 112 Basic Safety Training. Issues were raised concerning differences between curricula for regimental/non-regimental students,
eligibility for Summer Sea Term, etc. The issue is still in the discussion stage and will not be addressed at the upcoming faculty meeting.

- **FAC** – Faculty Assessment Committee: Prof. Sturges
  - An announcement will be made re: the recently completed General Education Triennial Report.

- **FPC** – Faculty Policy Committee: Prof. Massano
  - A brief presentation will be made at the faculty meeting covering the current status of the voting rights and privileges of the faculty.
  - Second reading of a proposed by-law amendment concerning voting status of adjunct faculty.

- **SPC** – Student Policy Committee: Prof. Vecchio
  - No report will be made at the faculty meeting.

There was discussion during the meeting of a proposal to migrate the current faculty survey to one that is Scantron-based, to facilitate processing as well as increase the quantitative content of the data. Issues of inappropriate use of the data were raised, as well as its use for the satisfaction of requirements by ABET and Middle States. No conclusion has been reached to date, and the issues will not be raised at the upcoming faculty meeting.

- **Faculty Senator:** Prof. Warkentine
  - A report of the activity at the UFS Winter Plenary Meeting will be distributed prior to the faculty meeting with some remarks to be presented at the meeting.

**Old Business:**
- Carried over from the previous meeting, discussion followed as to whether a formal “question time” should be instituted at the end of faculty meetings. It was remarked that the New Business portion of the agenda is specifically included so that questions or comments of the faculty to the administration can be raised in an ‘open floor’ setting. It was generally agreed that an additional dedicated question time was not needed.

**New Business:**
- There was discussion of the student representatives to committees. FPC has been charged by the Executive Committee to look into altering current rules to guarantee that the student members are properly qualified for their positions.
- General comments followed as to the status of non-voting observers at faculty meetings. In general it was felt that observers should make themselves known to the Presiding Officer prior to the meeting, so that there will be no errors made in the business of the faculty, e.g. quorum calculations, vote tallying, recognizing speakers, etc. No specific rule or policy changes were deemed necessary.
Minutes of the Executive Committee Meeting of February 11, 2009

The meeting was adjourned at 15:48.

Respectfully submitted,

Carl Delo
Carl Delo, Faculty Secretary 2005-2009