The meeting was called to order at 1503 in Science & Engineering Room 2-49.

The regular Presiding officer, Capt. Ernie Fink, and the regular Secretary, Mate Peter Vecchio are PRESENT.

The Presiding Officer opens the meeting with the Pledge of Allegiance.

The reading of the minutes of the Faculty Meeting of 06 APR 2011 was dispensed with. A motion to approve the minutes was put forth by Dr. Howard, seconded by Prof. Keefe and subsequently approved without amendment.

President’s Report

Rear Admiral Carpenter

The Presiding Officer introduces the new college president with a reading of her bio.

The Admiral introduces herself and provides a brief review on the state of the college, the training ship and the budget.

Vice-President for Academic Affairs (VPAA)/Provost Report

Prof. Hoffman

The Provost discusses events on the school’s calendar, starting with the STCW audit with visits from the USCG and the NMC. Additionally discussed is the upcoming trip to the IMU meeting in Japan - the international executive board. The Provost and the Admiral will be attending. The provost encouraged all to register for the IAMU data base.

The Provost mentioned the upcoming convocation of industry advisory boards on 09 November 2011, the upcoming Middle States document progress, the new faculty handbook, the prospective College handbook, and Faculty Conversations for the fall semester.

Dr. Traub, the Academic Dean, reports on the Banner program, the classroom distribution issues, and the transfer of data from the CMDS program to Banner.

Dr. Hoffman continues with the new faculty introductions, each being introduced by their department head:

- Brian Cornell
  - Chief Information Officer
- Jennifer O’Keefe
  - Library Circulation Coordinator
- Capt. Matthew Loughlin
  - Commanding Officer NROTC Unit
- LT. Andrea Benvenuto
  - Senior Class Advisor, NROTC
- 3 New Adjuncts
  - (names not mentioned) Science Department
- Mikael Safarian ’79
  - Engineering Staff Assistant
- Josh Gosciak
  - Humanities Department
- Elizabeth Hollander
  - Humanities Department, Assistant Professor
- Mike Kine
  - Marine Transportation, Adjunct
- Andrew Colleran ’06
  - Marine Transportation, Adjunct
- Virginia “Vicki” Ferritto
  - GBAT Adjunct Lecturer
- Sarah Grady
  - College Registrar
Presiding Officer: Prof. Burke

- Capt. Fink thanks Dan An for his work on updating the website and announces that he will be attending the fall plenary meeting of the university senate.

- The STCW audit will take place next week, the 5-year audit taking 1 – ½ days, involving all license faculty personnel. At the end of the audit there will be an “out brief” describing any non-conformities, if any are found.

Standing Committees:

- Faculty Senator: Prof. Keefe
  - Dr. Keefe reports on the Rational Tuition Plan and also announces that the senate is looking for committee membership. Additionally there were three resolutions passed - The Governors Summit, the appropriate use of system-wide data, and the resolution on grade change authority.

- CAP - Committee on Appointments and Promotions: Prof. Mathieson
  - Dr. Mathieson notes that the annual report of this committee was circulated; the committee is working on the recommendations for discretionary increases, and invites everyone who is seeking promotion, tenure or reappointment to speak to their respective department representative.

- CONE - Committee on Nominations and Elections: Prof. McMillan
  - CONE chair Prof. McMillan notes that this committee’s annual report has been distributed, and that the committee list has been updated to include the names of the student representatives as provided by Irene Delgado, Dean of Students.
  - The Provost thanks the committee for meeting early to submit a nominee for a distinguished award.

- CC – Curriculum Committee: Prof. Levert
  - The CC presents its annual report on the shared drive, including 8 programs of study, 40 courses changed, 5 new courses, 4 courses removed from the catalog, 2 courses re-activated.

- FAC – Faculty Assessment Committee: Prof. Sturges
  - Prof. Sturges notes that in her committee’s annual report, they had worked with the curriculum committed to update the cover sheet for all new and revised courses. The Department of Institutional Research will solicit faculty when updates are due.
  - At the end of the spring term we had a perception of assessment survey - Dr. Sturges addresses some of the comments on that survey. Additionally comments on a recent Alumni survey and how to solicit more response were made.
Prof. Sturges moves that the faculty vote on an update to the Gen. Ed. program of the Chemistry curriculum as submitted in an electronically distributed ADOBE format, distributed to all faculty via campus email on 26 September 2011, document file titled:


Being so moved, and not requiring a second, a solicitation of discussion yields no remarks. A vote is taken, the vast majority vote “aye”, none vote “nay” and one vote is abstained. **The motion is adopted.**

- **FPC – Faculty Policy Committee**
  - Prof. Massano

  - Prof. Massano notes that the annual report has been distributed; the new grade change policy is currently being worked on and shows us (electronically via projection) the online faculty handbook – as being worked on.

- **SPC – Student Policy Committee**
  - Prof. Romain

  - Prof. Romain states the new student evaluations were sent in the spring and solicits feedback on the new form and results, notably from online and graduate class instructors.
  - The SPC will be addressing the college policy for academic integrity.
  - A small discussion ensues regarding the tracking of faculty performance via these surveys.

**Old Business:**

- No old business

**New Business:**

- Dr. Yahalom notes that the next Faculty Conversations will be on *Film Noir*, and then a panel discussion on the *Economic Situation in the USA*. Dr Yahalom will look into a similar format as “Faculty Conversations” for students.
- Additionally, Dr. Yahalom notes that applications for 3 credit release time for new research – spring semester - have been received – a deadline of 15 November exists.
- Librarian Joe Williams - **Simon Winchester** is a best-selling British author, living in Massachusetts and New York City. His next book ATLANTIC: A Biography of the Ocean – will have a discussion in the Library on Thursday 17 November at 1515.
- Dean Delgado encourages all to participate in our blood drive, which is today.
- Dr. Hoffman relays the thanks of former Dean of Students Erik Kneubuehl, who was in an accident, for our support.
- Dr. Keefe would like us to plan for a larger meeting space, noting the number of persons standing

The meeting was adjourned at 1615.

As submitted by,

Peter Vecchio,
Faculty Secretary