

MINUTES

CARTA Assembly Steering Committee November 8, 2013

Report Date: November 8 by N. Temple

Participants: Gray Read, Architecture, Chair

Ebru Ozer, Landscape

Philip Abbott, Interiors

Philip Church, Theater

Nick Temple, Communication, Secretary

Absent: Ralph Buckley, Art & Art History

Misha Vtenson, Music

Chair's Agenda:

1. **I. Set date for fall meeting of CARTA Assembly**
2. **II. Discuss process of the election of a new CARTA Chair**
3. **III. Address CARTA constitution questions**
4. **IV. A. Read's report on CARTA Chairs Council Meeting**
5. **V. Set Dates for CARTA Steering Committee Spring Term Meetings**

MEETING COMMENCED at 11:30am

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1. **I. Call to Order and Roll**

1. **a.** Chair Read called the meeting to order at 11:30am
2. **b.** R. Buckley and M. Vtenson were absent

1. **II. Review of minutes from meeting on September 20, 2013**

1. **a. Motion:** (N. Temple): Approval of minutes
2. **b. Second:** (P. Church) – Suggests emailing them out
3. **c. Vote:** Unanimous (via email)
4. **d. Resolution:** Minutes approved

1. **III. Set date for fall meeting of CARTA Assembly**

1. **a.** Meeting set for 2:30pm on December 12 in PCA 175

1. **IV. Dean Brian Schrinier Update**

1. **a.** Showed draft of Annual Report. It is a snapshot of this past year. Highlights philanthropy and accomplishments of the various departments. It goes in the hands of potential donors.
2. **b.** Showed the new View Book as new PR/Marketing material to promote the college. It highlights student and faculty accomplishments. It promotes the diversity of the college
3. **c.** Discussed the Festival of the Trees
4. **d.** Discussed Joy Abbott's benefits concert Broadway Medley
5. **e.** P. Church brought up wanting to use the MBUS space for public Sunday showings
6. **f.** Discussed the Music Education day
7. **g.** Discussed new BBC facility for Royal Caribbean and classes for CARTA students
8. **h.** Discussed Coconut Grove Playhouse – we will take possession of it and use it as a teaching facility and a performance space.

1. **V. Discuss process of the election of a new CARTA Chair**
 1. **a.** G. Read proposes to ask for nominations in the email announcing the Assembly meeting. We do the election
 2. **b.** E Ozer Seconds
 3. **c.** Vote held: (5) Five yay, (0) Zero Nay
 4. **d.** Motion Approved

1. **VI. Address CARTA constitution questions**

1. **a.** G. Read brings up question of Visiting Professors being hired without a faculty vote, but do have voting rights according to CARTA constitution. Dean Schriner says that all Visiting Professors are appointed. He suggested taking concerns to Dept. Chairs for vetting of Visiting Professors. G. Read says they are in-unit faculty, but there is an abbreviated process for hiring. P. Church says that Constitution By-Laws be more specific about the process and rights of Visiting Professors. Dean Schriner says that each group of faculty get with each Dept Chair and discuss making the Visiting Professor process part of the Departmental by-laws. G. Read suggests that the issue of a Dept. Chair consulting with faculty before making Visiting Professor appointment be proposed as a by-law at the CARTA Assembly meeting.

1. **VII. G. Read's report on CARTA Chairs Council Meeting**

1. **a.** Presentation by Office of Student Counseling – Discussed guidelines for who to call and what to do if students are having trouble. Faculty should distribute that information to students, and make them aware that counseling is free. She will put this information together and send it out to the faculty.

1. **VIII. Set Dates for CARTA Steering Committee Spring Term Meetings**

1. **a.** Standing meetings set for third Fridays of the month at 12:00pm
2. **b.** January 17, February 21, March 21 2014

MEETING ADJOURNED AT 12:30pm