

MINUTES

CARTA Steering Committee Meeting, November 4, 2011

Report date: November 6, 2011 by E. Ozer

Participants: R. Dundas, Music (**Chair**)
J. Chandler, Architecture (**Vice Chair**)
P. Abbott, Interior Architecture
R. Buckley, Art & Art History
M. Vitenson, Music
E. Ozer, Landscape Architecture (**Secretary**)

Absent: P. Church, Theatre
K. Watson, Communication Arts

Chair's Agenda:

- I. Call to order and Roll
- II. Review of minutes from meeting on October 21, 2011; vote to approve
- III. Chair's report on meeting with Chairs Advisory Council (CAC)
- IV. Updates on the progress of the Constitution

MEETING COMMENCED at 12:00 pm

I. Call to order and Roll

Chair Dundas called the meeting to order at 12:00 pm.
P. Church and K. Watson were absent.

II. Review of minutes from meeting on October 21, 2011; vote to approve

Motion (R. Buckley): Approval of minutes.

Second (P. Abbott).

Vote: Unanimous.

Resolution: Minutes approved.

III. Chair's report on meeting with Chairs Advisory Council (CAC)

Chair Dundas attended the CAC meeting on Thursday, November 3, 2011. The meeting's agenda concentrated on the budget discussions, and the Provost's recent report regarding the review of Dean Schriener and the CARTA. Provost's report includes

budget breakdowns and FTEs for each Academic Unit, and projections for the upcoming years. The report, in general, is a positive one and sets some goals for the CARTA. Two major specific goals are improving the FTEs and improving the sponsored research (grant) funds.

IV. Updates on the progress of the Constitution

Chair Dundas had a positive and constructive four-hour long meeting with Dean Schriener on Wednesday, November 2, 2011 reviewing the Constitution document. They worked together to continue clarifying the language, eliminating redundancies and highlighting the parts of the Constitution that seem appropriate to move to the Bylaws.

Chair Dundas, then, distributed the photocopies of the last version of the Constitution document to the Steering Committee members. He reported that, Dean Schriener feels comfortable with the revised versions of the Section I, Section II and Section III. He requested that the Steering Committee members go over those sections (I, II and III) and make comparisons with the last Constitution that had been ratified on April 21, 2011 to see if Chair Dundas went too far ahead with editing. Chair Dundas reported that he removed Sections IV (4, 5, 6, 7, 8, and 9-a, 9-b, 9-c) from the last ratified Constitution document for relocation to the College Bylaws.

Chair Dundas also reported that Dean Schriener presented him with a document regarding the Dean's job description. Chair Dundas said that the revised Constitution should not include any line items that contradict the language as laid out in the Dean's job description document.

Chair Dundas distributed to the committee members another set of photocopies that only included Section IV and Section V of the revised version of the Constitution for a discussion.

The Steering Committee members read Section IV and most of Section V aloud, proposed changes, and discussed each other's comments. After the discussion, the Steering Committee members agreed to make changes on Section IV (A and B) and Section V (A, B, C and D). Due to time constraints, the Steering Committee did not have a chance to read and work on Section V (E and F).

Chair Dundas will have another meeting with Dean Schriener on the evening of November 4, 2011 (the same date as the current Steering Committee meeting) to further discuss the Constitution changes. Chair Dundas will send an email to the Steering Committee members as soon as possible regarding the outcome of meeting.

MEETING ADJOURNED at 1:02pm