

1/13/2026 (12:40 pm)
Executive Committee Minutes

Present: Amy Brunell, Kip Curtis, Joe Fahey, Phil Mazzocco, Andrew Mueller, Agus Muñoz-Garcia, Delaney Buechner, Heather Tanner, Michelle Kowalski, Jason Opal

Excused: Cynthia Callahan

1. Approval of the minutes from the last Executive Committee (EC) meeting

A motion to approve the minutes from the 12/02/25 Executive Committee meeting was made by Heather Tanner (seconded by Kip Curtis). The motion carried unanimously.

2. Dean's Updates

Dean Jason Opal provided updates on two upcoming campus visit events:

- Jan 20 – Randy Smith and Rob Griffiths from OAA will talk about workforce development initiatives on campus. They will be looking for suggestions and feedback from us. Faculty and staff can schedule meetings through Dean Opal if desired.
- Feb 13 – Provost Ravi V. Bellamkonda and Eric Anderman, Vice Provost for Regional Campuses, will visit campus. We will have many officials from outside of the campus. Sessions will be held with faculty and staff. Individuals can also submit comments or questions for these sessions through an anonymous Carmen discussion board.

Next, the topic of campus enrollment was discussed. Although we have certain demographic advantages related to enrollment, and the new tuition-forgiveness initiative will theoretically increase enrollment, a countervailing force is that our number of option students has decreased significantly due to the decrease in international student applications to the main campus.

Dean Opal suggested that a feasible approach to increasing our campus enrollment is via increased student retention. One challenge to retention is that we often lack a sufficient selection of upper-level classes to allow students to complete their majors here. Correspondingly, our lack of enrollment is often cited as a reason that we cannot hire faculty to provide such courses. In light of this bind, Dean Opal proposed some ways in which retention could be increased in the absence of new hiring:

- Providing more opportunities for students to become involved in high-impact scholarship activities, especially in the earlier years.
- Having better paid, higher-status campus jobs and opportunities.
- Scholarships for students returning to campus.

A committee member mentioned the possibility of having lower thresholds for enrollment in upper-level, major-required courses.

3. Discussion on the new evaluation rubrics, part of the updated Appointments, Promotion, and Tenure (APT) Document

Amy Brunell, Associate Dean of Faculty Enrichment, and Agus created new draft rubrics for annual evaluations of teaching, service, and scholarship for inclusion into the new APT document. These proposed rubrics are based on those currently used by the English department and have been modified to be useful campus-wide. Each of the rubrics assign points for various related activities and define expectations for meeting and/or exceeding expectations.

The committee discussed the following issues:

- Do the rubrics map onto what faculty are actually incentivized to do to progress their careers?
- Are the point assignments reasonable?
- Would a point system lead to “gaming the system” to achieve just enough points to meet or exceed expectations?
- For the teaching rubric, how will the new Survey of Student Learning Experiences (SSLEs) be translated into a summary point score?
- Would completing these rubrics be a burden to faculty?
- How would quality of contributions to standing committee activities be evaluated?

A draft of the rubrics will be sent to the Executive Committee for further consideration and additional discussions are planned.

With no further issues to discuss, the meeting adjourned at 1:45 pm.

*Minutes taken and prepared by Phil Mazzocco, Faculty Secretary.