

2/10/2026 (12:40 pm)
Executive Committee Minutes

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

Excused: Michelle Kowalski, Dawn Kitchen

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

A motion to approve the minutes from the 1/13/26 Executive Committee meeting was made by Kip Curtis (seconded by Del Lindsey). The motion carried unanimously.

2. Dean's Updates

Dean Jason Opal provided the following updates:

1. The Appointments, Promotions and Tenure (APT) document continues to be revised. Dean Opal and the Dean team are working on simplifying/clarifying the document to the extent possible. Special attention is being paid to the categorization of service activities. Two committee members suggested that community outreach activities should receive special consideration in the document.
2. General outreach efforts have focused on the Greater Cleveland area. Dean Opal will be attending a recruiting event at Strongsville along with several other universities and is trying to connect us with Cleveland area organizations related to recruiting (e.g. Team Neo - <https://northeastohioregion.com/>).
3. The Spring Enrollment census will be in soon. It appears that our numbers are up about ten percentage points compared to last year. For next year's enrollment (AU26) we are projecting to be substantially up in first-choice applicants, but down in optioned applicants.
4. Provost Ravi Bellamkonda will visit our campus on April 3rd. Faculty and staff are encouraged to submit questions and topics for discussion.

3. Discussion on the proposal for the re-structure of the committees

Agus intends to put the new proposal to re-structure committees up for a vote in the next Faculty Assembly meeting. One small change: Under the Curriculum and Programming committee, Charge 4, a revision clarifies that the charge relates to recommendations to the Executive Committee regarding *curricular and staffing requirements* for the next staffing year.

After some general discussion, the Executive Committee agreed to forward the revised document on to the full Faculty Assembly.

4. Discussion on the roles of the program coordinators

Program Coordinators have submitted role responsibilities on to Agus. Agus has suggested that in some cases Program Coordinators should be encouraged to share tasks to other allied faculty. A specific proposal would be to allow formal assistant- or co-coordinators positions— individuals who would assist in coordination tasks and receive a release from a standing committee assignment in exchange. Several committee members felt that this policy might not be beneficial or practical. However, the policy would allow flexibility in situations when a Program Coordinator cannot be awarded a course release.

Agus made a final proposal to separate the committee structure revisions from the Program Coordinator section in terms of voting and consideration.

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

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