

Keystone Meeting, October 31, 2006, 8:00 am

In attendance: Mike Sondgeroth, Marc Feaster, Brad Dearing, Shyla Anderson, Jim Allen, Brian Conant, Andrea Markert, Steve Wilder, Diane Walker, Jeff Hill, Dirk Smid, Jim Potter

Subcommittee reports

Brian moved to approve minutes from August 29, 2006. Brad seconded. Co-curricular Activities Subcommittee will not report on a regular basis because they do not meet on a regular basis. The subcommittee membership and agendas have been posted on the internet. All chairs should check and make sure that their subcommittee's membership is correct. Mike had a question about the Scheduling Ad Hoc Committee as the chair. Jeff wants that committee to look at how to better facilitate group meeting time. Bob Fitzgerald asked for clarification for School Development Minutes. There is a timeline for course description book. There is a new course proposal policy approved last year. Diane will talk with Bob regarding the information he needs.

Informational items

Safety plans – Steve has been in the process of revising it, especially in light of the local safety concerns that have happened in the past several weeks. Steve is looking at different templates from different schools, and will try to make a rough draft, get the committee together to update it, and then it will be brought to Keystone.

Subcommittee goals and structure – Jeff brought to the attention of the Executive Council that we might be better served by prioritizing items over the next three years on the goals and structure information sheet. Jeff would like to meet with the subcommittee chairs to accomplish this goal. An example would be the Personnel Committee. When they met, they pretty much prioritized what they wanted to complete for this year, and the other goals will be met in later years. Jeff will encourage subcommittee chairs to pick one main item to work on this year. Jeff will try to get the subcommittee chairs together in the next couple of weeks and report to the faculty by December the main goal of each subcommittee this year. It is not realistic to expect the subcommittees to do all the work on these items when it impacts and includes all faculty members. The subcommittee should recommend the policy, and then everyone works together to implement that policy.

A/V Equipment – The issue is getting the equipment out to departments. Anita talked with department chairs, so there is equipment available as needed. People are not using the equipment nearly as much because of the overhead projectors and other technology. This issue will be handled through the department chairs.

Action items

Tardy policy- Brian moved to bring this policy to a vote. Jim Allen seconded the motion. No discussion was necessary. All were in favor. The policy passed.

Discussion items

Gift bags- Marc brought up concerns about the gift bags. Steve is trying to get some feedback from other groups. Jeff thinks that the issue is primarily a library issue. Steve, Anita and Marc should work together to take care of this situations. Jim wanted to know if the gift bag is a space issue. Steve said although it gets crowded, it's not an issue. The library is more difficult to supervise because of the layout and the number of people in the library at one time. Steve and Anita have discussed this issue.

Jim Allen moved to adjourn at 8:25 am. Marc seconded.

The next meeting is November 28, 2006 at 11:00 am.