

## **DEPARTMENT OF MATHEMATICS**

### **Executive Committee Meeting**

Thursday, January 24, 2008

331 Altgeld Hall, 10:00a.m.

Present: Ando, Berndt, Bronski, Katz, Loeb, Reznick, Song

Minutes: Moore

Secretary: Ando

Visitor: Muncaster

#### **OPEN MINUTES**

Approved 01-31-2008

1. The minutes of January 11, 15, 17, 2008 were approved as amended.
- 2.\* The Chair reported:
  - a. Some information about hiring and personnel issues.
3. The EC approved moving the Spring Department meeting from Thursday, April 17, to Tuesday, April 15.
- 4.\* Actuarial Science hiring was discussed.
5. Muncaster joined the EC meeting again this week to present a revised proposal for procedures handling appeals of academic integrity cases. The EC approved the revised proposal. Katz will contact the Capricious Grading Committee about its role, and he will also talk to Miles about an undergraduate student to possibly hear cases.
- 6.\* Senior hiring was discussed
7. At last week's meeting Reznick suggested reviewing the job descriptions of departmental administrative positions as a topic for the EC retreat. Berndt suggested looking at hiring for the last 10 years including information on both those that accepted our offers and those that declined. The EC would like to have two retreats this semester. For the first retreat the topic will be on the duties of the administrative positions. Moore will survey the EC for available dates.
8. The pre-proposal for an Applied Math Institute from Zharnitsky, Hundertmark, Duursma, and DeVille was reviewed. Katz will invite the authors to a future meeting.
9. The EC began discussions for the salary evaluation announcement and activity report template, then tabled the discussion for a future meeting.

\*-Details are in Closed Minutes.