

## Department of Mathematics

Executive Committee Meeting

Tuesday, August 18, 2009

331 Altgeld Hall, 9:45am

Present: Dunfield, Duursma, Junge, Katz, Sowers

Absent: Rosenblatt, Schenck

Minutes: Moore

Secretary: Sowers

OPEN MINUTES

Approved 9/22/2009

1. The following volunteered to perform secretarial duties during EC meetings:  
August: Sowers  
September: Junge  
October: Dunfield
2. The minutes of July 28, 2009 were approved as amended.
- 3.\* The Chair reported that:
  - a. Funding for the feasibility study for remodeling Altgeld Hall was approved by the Provost and now goes to the Chancellor's Capital Review Committee.
  - b. The EC agreed that Katz could approve up to \$10,000 without prior approval of the EC.
  - c. Structure and transparency of EC meetings were discussed.
  - d. Backlog of EC work was discussed.
4. The EC considered Hinkkanen's request for formalization of a teaching release policy for the chair of P&T. The EC decided against formalizing the policy but continuing it on a case-by-case basis. This decision was based on the potential for low P&T workload in some years.
5. The EC agreed to advertise for several postdocs. The postdoctoral positions have not been approved yet, but advertisements will state conditionally on approval.
- 6.\* Topics for future EC meetings were discussed.
7. The following consent docket item was approved: To place faculty search ads even though our search has not yet been approved. (This does have the consent of the College.)
8. The dates for the fall and spring department meetings were set.  
Fall meeting – October 8, 2009  
Spring meeting – April 8, 2010
9. Duursma and Junge will make a first draft of the seminar budgets for the coming year.
10. The EC discussed electronic activity files. Dunfield will liaise with Manton to see if a more automated system can be developed for next year. Dunfield will draft a letter to the faculty about ICES forms.

\*-Details are in Closed Minutes.