

Department of Mathematics
Executive Committee Meeting
Thursday, September 24, 2009
331 Altgeld Hall, 9:30am

Present: Dunfield, Junge, Katz, Rosenblatt, Schenck, Sowers
Absent: Duursma
Minutes: Moore
Secretary: Junge
Visitor: Muncaster

OPEN MINUTES

Approved 10-20-2009

- 1.* The Chair reported that:
 - a. The salary survey is about ready to go out and he asked if the EC would like to make any changes.
 - b. The Academic Professionals and Civil Service Open Range employees are now required to submit Positive Time Reporting. In 2010, the faculty and other academics will be also required to submit Positive Time Reporting according to the State Officials and Employees Ethics Act.
2. A subcommittee of Dunfield and Rosenblatt was formed to draft the faculty evaluation/salary memo and the email gathering ICES data.
- 3.* Hiring instructional staff was discussed.
4. Muncaster came to the meeting at this time to discuss instructional staff evaluations. There were different opinions about the amount of required class visitations for instructional staff. The EC left it to Katz and Muncaster to finalize the memo and implement the visitations.

The EC asked for summaries of the Instructional and AP staff evaluations corresponding to the yearly faculty evaluation. Katz said that he will provide a report.

*-Details are in Closed Minutes.