

Executive Committee Notes
Friday, March 22, 2019

Present: Jit Muthuswamy (chair), Marcus Herrmann, Samantha Brunhaver, Rod Roscoe, Joohyung Lee, George Pan, Doug Montgomery, Susan Squire, Dianne Hansford

Absent: Chris Buneo, Greg Raupp, Tony Lamanna, Andreas Spanias, Rosy Krajmalnik-Brown

Guest: Dean Kyle Squires

1. **Approval of February 2019 EC Minutes.** The Minutes of the February 1, 2019 were reviewed and approved by the committee.
2. **Thanks to Susan and welcome Dianne as new Secretary of EC.** The committee thanked Susan Squire for her work with the group and welcomed Dianne Hansford as the incoming Secretary to the Executive Committee.
3. **Discuss workload with Dean.** Dean Squires reviewed his workload guidelines with the Executive Committee. These guidelines are intended to promote faculty scholarship, guide faculty contributions in teaching and research, and ensure all faculty are contributing at an appropriate level. The group discussed various aspects of workload including: which courses should be counted, what minimum enrollments should be achieved for courses to count, the possible exceptions and adjustments (lab courses, capstone, center director leadership, program leadership) and the time spent to develop and deliver on-line courses.
4. **Discuss lecturer contract renewal process with Dean based on EC feedback sent earlier.** Dean Squires responded to the EC's recommendations for handling future lecturer contracts. He said that we could try to do these earlier in the year, but one of the roadblocks is our faculty evaluation process. Because the process is quite clumsy there are new tools being brought on line to make the process more automated. Additionally, this is a university level conversation which would take several iterations. We need better models. Everyone at ASU is year to year – all employees need to be comfortable with that. We do right by the faculty. We want to be helpful and supportive.
5. **Announce approval of the new FSE bylaws.** The revised bylaws have been sent to the Dean and Vice Dean for final review and forwarding to the Provost's office for approval.

Next Meeting: May 3, 2019; 12 noon; BY 420