

Faculty Affairs Committee
Minutes of 25 January 2008 Meeting, 10 a.m., 1270 FAB

Present: M. Amjad, K. Browne, S. Calkins (Administration liaison), W. Crossland, D. DeGracia (Policy Committee liaison), L. Keashly, B. Markman, K. Padmanabhan, R. Parnell.

Absent with notice: M. Hamre, P. Kernsmith, G. Kuhn, A. Popadic, E. Puscheck, M. Sengstock.

Absent: G. DeBlase, R. McIntyre.

{text} = information added after the meeting

Agenda

1. *Approval of minutes of 12 December 2007 meeting.*

Minutes were approved.

2. *Retirement forum progress:*

a. *Program for forum (see handout)*

Prof. Calkins advised the committee that the acoustics are poor in the auditorium, make sure microphones are available for speakers. Committee suggested that time be included for questions from the audience after the first three speakers have presented as well as after all the retirees have presented.

b. *Speakers*

From Human Resources, Daryl Bowen and Mary Ann Wilson; From AAUP/AFT, Michelle Fecteau; retirees, Karmen Brown, Henry Bohm but still one or possibly two retirees short. Additional speakers to be approached: Loraleigh suggested Ed Pappas (Communications), she will talk to him. Seymour had several suggestions that the committee reviewed. Committee members volunteered to contact each person.

c. *Announcement has gone out, replies coming in.*

So far 37 affirmative replies. Need to send out reminders 2 1/2 weeks ahead, 7 days ahead, day before. To capture newer faculty, may need to target them specifically in next announcement/reminder. Try to put this in subject line so they don't delete the email without opening. Put in that Daryl Bowen will be focusing on strategies for saving.

d. *Food (Angie): so far coffee & cookies - any other suggestions?*

Pop & water.

e. *Parking*

Target parking lot adjacent to Law School. Ask each retiree if they need parking.

f. *Electronic media (Angie)*

We will have two microphones on table for speakers in addition to the one at the lectern. Two microphones will be placed in audience; perhaps two committee members could pass the microphones around to audience members wishing to ask questions.

g. *Flyer distribution*

Copies were distributed among committee members for placement in areas with high faculty/staff visibility (near elevators, department offices, mailboxes). Put on main page of university web site (if possible) and in Pipeline announcements (see if Genetha Smith can help).

h. *Feedback on forum (see handout).*

After some discussion, the committee suggested that the questionnaire be separate from the program and that the questionnaire be composed of the following questions:

1. Which topics were of the greatest interest to you?
 2. Would you like to have experts speak on these topics in future forums?
 - ~~3. Were your questions answered effectively?}~~
 - ~~4. What other topics would you like to see addressed?}~~
 5. Should the forum be repeated on a regular basis?
 - ~~6. Was the forum helpful for your retirement planning?}~~
4. How would you rate the forum overall (1 = poor, 5 = excellent) **1 2**
3 4 5

Comments:

A collection box will be provided to collect the questionnaires

i. *Who can be there?*

Prof. Calkins, DeGracia, Kernsmith, Markman, Padmanabhan, Parnell.

3. *SET questionnaire*

Dr. Kernsmith completed the Zoomerang survey and it will be distributed this afternoon (1/25/2008).

4. *Next meeting:*

Tuesday, February 19, 2008; 2 p.m., 1270 FAB

March meeting:

Tuesday afternoon at 2:00 was suggested for either 3/18 or 3/25. Members will be polled.

5. *Other business*

None.

6. *Adjourn*

Meeting adjourned at 10:56 a.m.

