

Wayne State University
Academic Senate
Elections Committee Meeting Minutes
January 20, 2009, 1270 FAB

1. The meeting began at 1:00 p.m.
2. The following committee members were present: Karen Feathers (Teacher Education), Loreleigh Keashly (Communication), Frederic Pearson (Peace & Conflict Studies), Naida Simon (Undergraduate Programs & General Education), Angela Wisniewski (Academic Senate) Seymour Wolfson (Computer Science) and James Woodyard, Chair (ECE). The following informed the chair of schedule conflicts: Joseph Artiss (Pathology) and Antoinette Somers (Information Systems & Manufacturing).
3. The December 9, 2008 meeting minutes were approved.
4. Jeff Dunn (Sr. Applications Technical Analyst, C&IT), developer of the C&IT elections software gave an overview of the software and the needs assessment developed by ASEC (see Item 3. of the December 9, 2008 minutes). He indicated that software will be developed as needs are learned and that he welcomes the committee's input. He agreed to provide answers to the following two questions:
 - a. What is the status of voting with SOM e-mail addresses?
 - b. What is the status on simultaneously conducting multiple elections?
5. The schedule for 2008-2009 elections was reviewed:
 - a. Senator-at-large election: required by bylaws; all full-time WSU faculty and academic staff may vote; January 27-nomination forms mailed; February 5-nomination forms due; committee reviews forms February 5-February 9; ballots distributed February 19; and ballots due March 5.
 - b. Survey employees and students on 2009-2010 academic calendar: The administration informed the Academic Senate Policy Committee that fall 2009 classes will start on Thursday, September 3rd and agreed that a survey should be conducted to meet the needs of students. A charge to carry out the survey will be sent to ASEC. The calendar will eliminate the problems incurred by Tuesday and Wednesday being assigned to Thursday and Friday during Thanksgiving week.
 - c. Elections of schools and colleges senators: Required by bylaws; done by S&C; send reminder February 1; Bylaws require "annually prior to the third week in April."
 - d. Faculty Hearing Panel: Required by AAUP-AFT contract; senate members may vote; terms expire this month. Ballots were sent via campus mail on January 20th; they are due in the Academic Senate Office, 1279 FAB, by 5:00 p.m. Thursday, February 5, 2009 and will be counted by the committee at the February 17th meeting.
 - e. Academic Staff Hearing Panel: Required by AAUP-AFT contract; Senate members may vote; terms expire this month and the election will be carried out at the same time as the Faculty Hearing Panel election.
 - f. The Academic Senate Policy Committee (December 17th e-mail from President Seymour Wolfson to SAC Chair Naida Simon) stated "the Policy Committee had asked Jim Woodyard to work with your Student Affairs Committee in developing a survey that would help us better understand why our student enrollment is dropping and why our retention is low." Jim reported that he will meet with SAC on January

21st to discuss the project. It is his intention to involve ASEC in the project. The 2005 and 2008 FTIAC and OptOut Surveys will serve as a starting point for the project.

6. Toni plans to design a ballot and conduct a mock election in the next week. It will enable the committee to become familiar with the features of questionpro.
7. Seymour and Jim have scheduled a meeting to work with a database that has been provided by WSU Human Resources for the senator-at-large election and apportionment of senators for 2009-2010. They will also develop a transferable process for using the database provided by WSU Human Resources for Academic Senate purposes.
8. Future meeting dates were agreed to at the December 9th meeting. Jim will cancel a meeting on a selected date in the event there isn't a need for a meeting. All meetings will begin at 1:00 p.m. and held in 1270 FAB. The remaining selected dates are:
 - a. February 17, 2009
 - b. March 10, 2009
 - c. April 14, 2009
 - d. May 12, 2009
9. The meeting adjourned at 1:57 p.m.

As approved at the Elections Committee meeting of February 17, 2009