

**Faculty Executive Committee
Meeting Minutes
Thursday, December 1, 2016
2:15-3:30 PM**

Present: Denise Smith (chair), Greg Gerbi, Ron Seyb (scribe), Patti Steinberger

1. Denise reported that she would be asking Adam Reagan to make some changes to the way the Ad Hoc Pool is displayed to make it easier for FEC both to navigate and to use it.
2. FEC discussed its ballot-building rules to ensure that they were both consistent and could be readily understood by future FECs.
3. FEC discussed what would be the best way to fill a vacancy on CAPT (i.e., election or selecting a faculty member from the Ad Hoc Pool).
4. The meeting was adjourned at 3:30 PM

Respectfully submitted,
Ron Seyb