

**Faculty Executive Committee Meeting Minutes**  
**February 5, 2024 2:05-3:05 pm**  
**LIB 128A**

**Attendees:** Dominique Vuvan (chair),

members from the same department or program. FEC will propose adding such limitation during the review of the governance system.

**b. Chair Responsibilities, Selection, and Mentorship Process**

The Chair of FEC will review and update the Operating Code regarding the Chair's workload, course release, and responsibilities, as well as the mentorship of new Chairs. The members of FEC started a discussion to establish clear and detailed procedures regarding the selection of the committee's Chair. FEC agreed to add a new clause to the Operating Code describing the selection procedure when there are no volunteers to chair the committee. The member with the most committee seniority (years serving in FEC) will be responsible for chairing the committee. If two or more members have the most committee seniority, the faculty member with more seniority in terms of years at the college will be responsible for chairing the committee. The discussion will continue in the next meeting.

## 2023-2024 Committee Operations Audit

1. Review your operating code
  - a. Membership
    - i. Is the size of your committee appropriate for the work that you do?
      1. Is there justification for increasing the size of the committee (e.g., because a relevant constituency is not represented)?
      2. Is there justification for decreasing the size of the committee (e.g., representation of certain viewpoints could be achieved through consultation rather than full membership)?
    - ii. Are any existing constraints (e.g., academic division, department, tenure status) on membership justified?
    - iii. What are the opportunities and limitations for the participation of non-tenure track (NTT) faculty on your committee (assume contract lengths suitable for full 3-year terms of service)?

2.