

MAFS Executive Board Meeting

8-16-23, 12-1pm

1. **MAFS secretary rotation:** Nikolette, Somjit, Kendra

2. **Welcome information for Exec Board**
 - a. Pre-MAFS meeting gathering – determine what is to be discussed at MAFS to make sure that we can best use the 50 minute meeting time
 - b. It is good to be conservative with the number of items put on the agenda at any given meeting
 - c. Make clear to MAFS attendees what items are up for vote and what items we are just bringing up to discuss
 - d. Folks can come to exec committee with a topic for discussion that board members can bring up for discussion anonymously
 - e. Strategic plan will be a main point of focus this year and will be built through all of the charges
 - f. The expectation is that the exec board members will be present in person at MAFS meetings
 - g. The goal is to not table things at MAFS meetings – it is important to anticipate (to the best of our ability) which items will take up more time for discussion

3. **MAFS committee charges**
 - a. Barrett has created a survey for people to select their 1st and 2nd choice for MAFS committee. The survey has a brief description of each committee.
 - b. Having a “maybe” option for the question whether people are able to chair a committee?
 - The overall sentiment is that a “maybe” option will be useful
 - c. It was suggested to have some sort of open-ended or “any choice” Likert option to allow people to indicate more information about their committee selection options
 - d. This survey will be presented at tomorrow’s MAFS meeting and fairly quickly sent out by Barrett after the meeting.
 - e. Tentatively, Monday Aug 28 will be the deadline for faculty to complete the survey so as to expedite the committee process.
 - f. Academic Affairs Committee
 - 2 charges:
 - Update the part-time teaching review process
 - Develop a process for connecting faculty to area high schools for admissions presentations and research talks
 - When Dr. A was DAA, they came up with a process of hiring and reviewing part-time faculty. Someone would go during the semester to

observe the class and would use a developed instrument for evaluating.
We could build off of this existing process

- Linghao added that he has a document that may be useful for this process

g. Athletics Committee

- 1 charge:
 - Finalize Faculty StAR program
- Kelly Sprinkle was a driving force in the StAR program
- Another item was suggested for the StAR program to-do list: can something be done to improve open communication between coaches and faculty to improve student athlete's abilities to participate in class fully?
 - Stacey does read Starfish notes – this is a direct line from faculty to the athletic director
 - Working with Kendra is another option
 - It is helpful to have liasons like Kendra and Stacey to be go-betweens so that faculty don't feel any pressure from coaches

h. Campus Planning Committee

- Last year the campus planning committee initiated short emails to keep faculty aware of the strategic plan
- 2 charges:
 - Determine best practice for keeping the strategic plan in front of faculty
 - Implement structure for getting more faculty input on strategic plan

i. Curricular Affairs Committee

- 1 charge
 - Revisit the marketing survey used to explore the BBH degree program and advance the work necessary to bring this degree to fruition
- We are not able to move forward fully until the budget is stabilized
- The hope is that the Curricular Affairs Committee can lay the groundwork for the program to be built up once we are able to do so

j. DEI Committee

- 2 Charges:
 - Research the nearby cities and towns through a DEI lens
 - Develop city guides for surrounding areas (e.g., a “one pager” for each city)
- This same information can be used for staff hires as well

k. Faculty Affairs Committee

- 2 charges:
 - Research potential ways for faculty to engage outside of work
 - What types of activities/places do faculty enjoy?

- Organize gatherings (so that the responsibility doesn't fall on just one person)
 - The concern was raised that the Faculty Affairs committee already has a lot of work on their plate and wanted to make sure that these additional charges wouldn't overwhelm the committee.
 - The goal of having these charges presented before people sign up for committees is to give people more information about what they are signing up for
 - It was suggested that in recent years the evaluation process has been streamlined, which allows for more opportunities for the FA committee to tackle these new charges
 - We can check with the past FA chair (Jackie) to assess whether these new charges feel manageable with regards to the other responsibilities
 - Given that the funds have been significantly reduced for conference-attendance, there are questions about whether the FA committee will get the same or fewer requests from faculty
 - The increased attendance/use of virtual conferences has reduced the amount of money required per conference generally
- l. Information Technology Committee
 - 2 charges:
 - Create a process for updating the campus website with faculty information
 - Support PRM with Mont Alto Storytellers
 - PRM is an ex officio member of this committee, and this year the charges are closely intertwined with PRM
 - m. Barrett will send out the committee charges at the same time as he sends out the MAFS Committee Selection survey
 - n. It was suggested that the survey also include a question about willingness to serve on the academic integrity committee

4. MAFS Agenda for 8-17-23 meeting

- a. Reviewed the agenda that Barrett sent out to faculty
- b. We have a full hour for MADE this year, so this should allow a little more time for larger discussions and conversations
- c. There are some changes to convocation this year to energize and streamline the process
- d. Folks will be encouraged to step up as chair for committees
- e. If people have forgotten which committees they have served on, they can check the website for this information