Saint Louis University - Madrid Campus
All-Faculty Meeting
07 November 2008
Minutes

The meeting started at 14:05.

1. Faculty Service Interest/Nomination Forms were distributed to all faculty to gauge interest in and request nominations for committees dealing with different facets of academic life.

2. Topics suggested for future meetings:
   - promotion system, course load and distribution, fijos discontinuos (Veronica Azcue)
   - faculty manual to deal with issues such as rank and promotion, sabbaticals (Paco García Serrano, Stephen Casmier)
   - possible restructuring of departments, including the system of department heads (Cary Barney)
   - departmental budgets, as well as those from non-departmental activity (Hamish Binns)
   - office space (Marjory Hutchinson)
   - research incentives, workshops, funding (Rafael Cabañas, Anya Zlobina, and Carolina Aznar)
   - classroom technology and resources (Stephen Casmier)
   - photocopying laws, policies (Cary Barney)
   - number of students per class (Almudena Olondo)
   - student absences due to trips (Curra Vericat)
   - student motivation (Jawara Sanford)
   - scheduling of spring break, Semana Santa (Almudena Olondo)
   - faculty senate (Kevin Ingram)
   - academic integrity (Marjory Hutchinson)
   - search for the next provost (Stephen Casmier)
   - relations with the St. Louis campus (Jim O’Leary)
   - long-term goals for this campus (Kevin Ingram)

3. Second midterm: a motion to eliminate the mandatory 2<sup>nd</sup> grade report was made and passed. One midterm and one final grade will now be turned in to the registrar. This policy does not affect the process of student feedback; it eliminates only the obligation to turn in a second midterm grade to the registrar. Feedback to students should be continuous throughout the semester, and it is the responsibility of the faculty to inform students who are in danger of getting a D or an F for their final grade that they should drop before the withdraw date deadline.

4. Academic integrity: a motion to establish a task force on academic integrity was made and passed. The task force will address issues such as plagiarism and cheating.
5. Sundry announcements:
- policies for complying with photocopying laws: under preparation (Paul Vita)
- course evaluations for the fall semester: December 1-11 (Taieb Gasmi)
- deadline for library orders for the spring semester: November 25 (Juliet Arata)
- Neil Simon’s play Rumors: November 20 and 21 at Colegio Mayor Elias Ahuja (Cary Barney)
- need for a room where students who require time and a half can complete their exams (Daniel Chornet)
- e-mail switch to Google Apps has already started (Fairouz Medjahed)

6. Next faculty meeting: Friday, November 28, 14:00.

The meeting adjourned at 15:15.