1. The meeting was called to order at 2:15 p.m.

2. The minutes of the October 16 All-Faculty Meeting were approved, as amended; Spanish version will be reviewed next meeting.

3. General Announcements

- Dr. Dewey has been appointed Interim Chair for Division of Literature and Language for Spring 2010.
- Dr. Gasmi reminded faculty about the course evaluations for the end of this semester. The computer lab will be available for the students to fill the evaluations electronically. Evaluation period runs from December 1-14.
  - Discussion followed about the need to have the students fill evaluations.
  - Dr. Lorrente asked about making course evaluations public.
  - Other comments included the option to for having the IT department to connect the electronic evaluations to Banner.
- Final exams procedures
  - Finals exams had been scheduled to prevent overlapping use of the classrooms; faculty were reminded that they cannot move final exams.
  - Distribution of paper for final exams was discussed.
  - Preventive measures against cheating were discussed.
  - Reminder about the change on the financial hold policy. All the students who have been registered for this semester should be allowed to take their final exams despite financial or administrative reasons. If the professors discover that a student who has previously registered for his/her class is listed as “dropped” with a drop date of the final day of classes, the professor should send an email to the Registrar Office, given the student’s name and final semester grade, no later than the published due date for the submission of final grades. The professor should also indicate in the email the names of any student who should have taken the exam but did not do so.
- Final Grades
  - Starting this semester, final grades should be submitted electronically only. No paper records need be submitted to the registrar. If professors are not teaching next term, please submit exams to registrar’s office; faculty should follow Division Chairs directions.
  - There is an option in banner to change the final grade of students for a period of one year. It is usually used to change incomplete grades, but any changes made in the grades of students need to be detailed.
- Graduation
Graduation this term will be held on Saturday 18 December, location to be announced.
Professor need not where togs to attend.
A list of students who will attend to this graduation was presented. The professors were asked to submit a student candidate for speaking at graduation.

4. Academic Integrity Committee Report (Tania de la Fuente)

- The committee convened a forum with SGA. Some students had expressed views of zero tolerance about cheating and plagiarism.
- Questions rose about dealing with situations with student copying during exams.
- Faculty recommendation to move on with the integrity policy. Motion voted and unanimously approved.
- A statement should be included on all syllabi that the Campus will be implementing the new Academic Honesty policy will be included in the syllabus starting next semester.
- Additional Comments: Suggestions were made for evaluation methods other than quizzes and exams (Anya Hillery). A request was made for additional help with proctoring exams; Vita stated that there were no additional proctors available. Marjory Hutchison commented that using the same repeatedly may also lead to cheating.

5. Faculty Professional Development Advisory Committee (Anne Dewey)

- Anne Dewey reported that the bulletin board is available, and there is also a faculty research box for faculty.
- There is one completed application for sabbatical; faculty were encouraged to apply by the December deadline.
- She also encouraged faculty to submit requests for research funding and to report research activities to the webmaster.

6. Assessment Committee (Paul Vita)

- Paul Vita announced that the Assessment Committee is comprised of faculty and staff, the Division Chairs, the Executive staff: the five Madrid campus liaisons, corresponding to the HLC five criteria are Patrice Burns (Registrar/careers), Francisco Prieto (Sciences, Engineering and Nursing), César Rioja (Athletics), Daniel Chornet Roses (Communication), Paolo Soana (Finance). All faculty were reminded that they play a crucial role in the assessment process. The committee first convened on 16 November 2009.
- Liaisons will meet with Miriam Joseph and Steve Sanchez on 4 December 4 (others are welcome to this video conference).
- Activities Insight Database (Daniel Chornet)
  - Activities Insight is a system for collecting data about faculty teaching, research and service can be accessed via “My SLU”.

A hard-copy manual was distributed among the faculty members.

The proposed deadline for entering information into RESEARCH section of the database will be at the end of January; service is available as well. Teaching information will be downloaded from Banner and other screens made available in the near future.

Individual faculty have access to their own information only.

Sulma Farfán (sfarfan@slu.edu) is available December 2-14 (10-14), to assist faculty to enter their research into the Activities Insight Database.

There are shortcuts (endnote; reformatting CV’s into excel format) that can enable input of the information.

7. Additional comments and questions

- Renzo Llorente raised several issues, including the notion of salary inversion, integrating Madrid with St. Louis campus policies and salaries; some faculty expressed their interest to an open discussion about salaries. Dr. Llorente also asked that issues surrounding faculty on fijo discontinuo contracts be raised. He also requested that his question—that Paul Vita did not answer—be recorded in the minutes: “Should the Academic Vice-President be a person without a PhD?”

8. Meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Martha Nelson