Members Present: J. Bhadury, S. Clark, R. Garcia (Secretary), M. Good, J. Laherty, C. Lauzon, C. Maloles, D. Stronck, V. Traversa (Chair)

Guests: M. Karplus, J. Norton, B. Trumbo

The meeting was called to order at 2:50 p.m.

1. Approval of the Agenda: A motion to approve the agenda passed unanimously.
2. Minutes of the October 1, 2003 meeting were approved as presented.
3. Report of the Chair: (Five items reported)
   a) The Chair welcomed Deputy Provost S. Clark as the new Presidential Administrative Appointee to FAC replacing E. Barrett. The Chair and the entire FAC Committee extended their congratulations to Professor E. Barrett for her work, advice, and collegiality in serving as the Presidential Appointee to FAC in 2002-2003.
   b) The Wang Family Excellence Award announcements will be distributed to the Faculty. Faculty applicants should submit their entire C.V. and a five page application form.
   c) The standard call for the Outstanding Professor Award for 2003-2004 will be distributed to the Faculty.
   d) Senate Office instructions for prompt and efficient deadlines were distributed.
   e) FAC's unanimous decision (2002-2003) informing the Academic Senate that the Presidential Appointee did not, and would not, have further voting rights on FAC was omitted in the (2003) Senate material. FAC unanimously upheld its decision of last year and instructed the Senate to make the appropriate changes in its documents.

4. Report of the Presidential Appointee
   a) There was no report.

5. New Business: (Three items)
   a) FAC recommended that the FAC-PTR Subcommittee make the appropriate review and updating of the Senate Constitution and Bylaws. The FAC-PTR Subcommittee (J. Bhadury, R. Garcia, M. Good, J. Laherty, D. Stronck) designated M. Good to make the quantitative changes and then the FAC-PTR Subcommittee would make the qualitative changes. The final changes and approval would then be made by the FAC Committee as a whole.
   b) FAC voted to return to J. Norton, Chair, Academic Senate, the multiple referrals that ExCom had sent to FAC. Norton, with the aid of S. Clark, the Presidential Appointee, would clarify, simplify, and prioritize the referrals and forward them to FAC for action.
   c) R. Garcia was charged with redrafting the "Student Evaluation of Faculty" document that was presented but not adopted last year. The document would synthesize useable material, recommend clear and practicable use of student evaluations in relation to other evaluation tools, and suggest a succinct document that would be in line with the CBA and other previous policies.
6. **Old Business (One Item)**
   
a) FAC Subcommittees were approved:
   
   1) FAC-PTR Subcommittee (J. Bhadury, R. Garcia, M. Good, J. Laherty, D. Stronck)
   
   2) FAC- Outstanding Professor Award Subcommittee (D. Eshelman, C. Maloles, S. Lubliner)
   
   3) FAC-Lecturer Subcommittee (C. Lauzon, M. Karplus, C. Reed, R. Speed, M. Rovasio) and one more to be appointed.

7. **Adjournment:** The meeting adjourned at 4:45 p.m.

   Respectfully submitted,

   Richard A. Garcia
   Secretary