CTAHR Senate Executive Committee
10 May 2007
Gilmore 302

Members Present:
Brent Sipes, Joannie Dobbs, Janice Uchida, Travis Idol, Cathy Chan-Halbrendt, John Engel

Meeting called to order at 10:30 AM

I. Minutes from 12 April 2007 Meeting Approved

II. Senate Elections
   - HNFAS did not elect enough Senators due to a miscommunication about the nomination process
   - SEC recommends a new call for nominations to fill the empty seat
   - the same procedure needs to be followed to elect an additional FCS Senator
   - May need to provide guidelines for these situations to next year’s election committee

III. Extension Survey
   - survey results showed that specialists were much more satisfied than agents with the current status of the extension program
   - extension faculty would like to get feedback from the rest of the faculty on the survey

IV. Instructional Buy-Out Policy
   - Extension committee wants feedback from the SEC on their draft policy

V. Leadership Meeting Minutes
   - not sure if it is prudent to link the minutes of the leadership meeting, which is independent of the Senate, to the SEC minutes because we can’t control when they are made available
   - the administration is attempting to post the leadership meeting minutes separately
   - administration is not sure where to post them on the CTAHR website
   - it may be inappropriate to attach the minutes, but we can include a link

VI. Course Credits for Extension Agents
   - are departmental differences in what level of courses count as credit requirements toward promotion for extension agents, e.g. undergraduate vs graduate-level courses
   - not sure if all new agents must have a master’s degree to be hired

VII. Certification of Senate Elections and Election of New SEC
   - Once Senate elections are completed, the SEC must certify them, but not sure what that entails
   - At a minimum, SEC must check to see if elected Senators are eligible to serve
   - Is a problem attempting to hold elections during the summer when 9-month faculty are off-duty
   - With only 3 members, it may be difficult to get elections done in a timely manner
   - SEC will hold a special meeting June 07, 2007 at 10:30 AM to certify election results

Meeting adjourned at 11:45 AM