

## Memorandum

Date: October 7, 2004

To: HHD Faculty

From: Advisory Council

Re: Summary of actions

The Advisory Council met on October 7 to discuss feedback from the fall retreat and consider actions to begin implementing a shared-governance structure in the Department. The Council decided the first task is to embark on a process to derive "aspirations and aims" for the Department. This task will proceed as follows: during the next two weeks Council members will discuss the strengths, weaknesses, aspirations and aims with every faculty and staff member in the Department (expect a call); and preliminary aspirations and aims for the short- and long-run will be presented at the November faculty and staff meeting. The aspirations and aims will provide essential guidance to the Department in establishing standing committees, choosing our leadership, recommending new faculty hires and making other critical decisions.

The Advisory Council provides an important sounding board for the Department Chair. The following issues were brought to the Council by the Department Chair for an open discussion: Ramona Marotz-Baden position in FCS; annual review committee; staff roles and 'citizenship' issues; budget; and concerns about buyouts, faculty leave and sabbaticals (and other reasons for not teaching courses).

The Advisory Council will be meeting on the following days at 10 a.m. for one hour: October 28, November 11, December 2 and December 16. George Haynes will chair the remaining meetings for fall semester and Mark Nelson will assume the duties of the chair for spring semester.