

**Council Chairs Meeting  
January 18, 2006**

**Present: Colleen Cook, Joe Newton, Bill Perry, David Prior, and Nancy Sawtelle**

- **General Organization**

- Following previous Council chair discussions about improving the effectiveness of the Councils through consistent coordinated communication, a Councils Secretariat has been established.
- Nancy Sawtelle will coordinate the secretariat functions:
  - disseminating the meeting notes from the various Council meetings,
  - keeping a record of the Council Chairs meetings, and
  - tracking the progress of recommendations made by the Councils.
- Council Chairs agreed to provide a copy of the minutes from Council meetings as well as to copy of all correspondence concerning recommendations to Sawtelle.
- The future establishment of any Task Force will be considered by the Council Chairs.

- **Membership**

- Reaffirmed the optimal size for each council is 9 or 10 total voting members. Others may attend as appropriate.
- Colleen Cook agreed to chair the Education Council
- Determined membership changes.
  - Charles Johnson will move from Education to Research.
  - Tom Regan will move from Built Environment to Education and still serve as an *ex officio* member of the CBE in his capacity as campus planner/chair of the design review board.
  - Dick Chilcoat will move from Research to Built Environment.
  - Doug Palmer will take Jane Conoley's position on the Education Council.
  - Joe Newton agreed to be a member of the Education Council to represent the arts and sciences perspective.
  
- Discussed Faculty Senate representation on the various Councils and determined that, when possible, the Senate representative should be the chair of the appropriate Senate committee (e.g., Research Council—Research Committee Chair, Education Council—Curriculum Committee Chair). David Prior will discuss with Speaker John Fike.

- **Education Council**

Discussed agenda items that the Education Council will work on in the coming months.

- Develop strategy for implementing the recommendations from the Undergraduate Task Force that are currently being refined by the *ad hoc* task force chaired by Elsa Murano.

- With Research Council and with input from Rick Giardino and Emily Ashworth, develop strategy for increasing graduate enrollment with special attention to international students.
- With Sigma Xi and others, develop appropriate outreach programs for K-12 students.
- **Research Council**

Discussed agenda items that the Research Council will work on in the coming months.

  - Hiring processes for research personnel
  - Status of postdocs
  - Research metrics for reinvestment faculty
  - Developing a better research database.
- **Finance Council**

Discussed the charge from President Gates to the Finance Council regarding cost-saving opportunities, including the following.

  - Master agreements for university-wide purchases
  - Billing for telecommunication services and equipment
  - Energy-saving projects
- **Council on the Built Environment**

Discussed the projects being considered by the Council, as well as the charge from President Gates asking the Council to assess the advisability of engaging the services of an independent consultant or team of consultants regarding the university's deferred maintenance program. Bill Perry announced that the CBE would host an Open Forum from 3 to 4:30 on February 15, 2006.
- **APC Updates**
  - Agreed to present brief update at each APC meeting, beginning January 25.
  - Update should be in the form of bullet points.
  - Update should not be more than 5 minutes long.
  - Chairs should alert Sawtelle a week before a given APC meeting to let her know that they will be providing an update.
  - Items that are more detailed that are discussion items rather than an update may be placed on the regular APC discussion agenda.