

**\*\*\*\*\*Approved\*\*\*\*\***  
**Via e-mail sent 12-3-08**

### **Social Science Division Meeting Minutes**

November 5, 2008

Faculty in Attendance: Pareena Lawrence (Chair), Donna Chollett, Farah Gilanshah, Jeff Ratliff-Crain, Leslie Meek, Dennis Stewart, Paula O'Loughlin, Bert Ahern, Katherine Benson, Solomon Gashaw, Seung-Ho Joo, Arne Kildegaard, Harold Hinds, Tom Johnson, and Steve Burks (Note: this meeting was open to tenured faculty only).

Faculty on leave: Bina, Finzel, and Guyotte (all voted via absentee)

- I. Chair Lawrence called the meeting to order at 3:35 p.m.
- II. The Chair announced that two faculty in the Division of Social Science have applied for sabbaticals and one for single-semester leave for the year (09-10).
- III. The Chair explained that U of M will be requiring all employees, including faculty who handle confidential data (student information) to complete an on-line based training regarding data security. The training should take only about 15 minutes to complete. These measures are to help faculty and staff be more ethically responsible for student data saved on their computers. Faculty will also be asked to password protect their computers (using a password different than their x.500 password). Expect an e-mail from the Division Chair on this soon. These security efforts are about two years behind the Twin Cities and other campuses. A concern was raised by a member about students assisting in setting up and transferring data to new computers. The chair remarked that she would discuss this with Computing Service in Spring 2009.
- IV. The minutes from the October 29, 2008 meeting were approved. Because the Oct. 29 meeting involved tenured faculty only, this is the only forum necessary to approve the minutes.
- V. The Chair reminded the tenured faculty that no new information regarding the P & T candidates could be presented at this meeting, however questions could be answered, and clarifications made. The opportunity to clarify past comments was taken by one faculty member.
- VI. The chair clarified voting terminology and procedures.
  - a. The Tenure and Promotion votes will be cast separately. Even though the votes are separate, the Chair asked faculty to cast votes thoughtfully and carefully, so the two votes for each candidate would be the same.
  - b. If the vote was a tie, the recommendation is in the negative.
  - c. Favorable recommendations require that the affirmative votes constitute more than one-half of the total votes cast.
  - d. Definitions:
    - i. **Yes** (the candidate should be recommended for tenure or promotion)

- ii. **No** ( the candidate should be given notice of termination of appointment)
- iii. **Abstain:** (Unwilling to vote Yes or No, Abstentions will be recorded as such, but will not be included in the vote count and is highly discouraged as they are interpreted to indicate a lack of support for the candidate).
- iv. Those who are not present at the meeting to cast a ballot or have not done so via absentee ballot will be reported as **Non-votes**.

VII. Vote for Tenure (Pelletier)

VIII. Vote for Promotion to Associate (Pelletier)

IX. Vote for Tenure (Rothchild)

X. Vote for Promotion to Associate (Rothchild)

--Associate Professors left the meeting--  
(the rest of the meeting was open to Full Professors only)

XI. Vote for Promotion to Full Professor (O'Loughlin)

The meeting adjourned at 4:10 p.m.