1. Approval of Agenda
   R. Mowatt – Moved to accept agenda
   M. Murray – 2nd
   Remove items 4a and 4b. Add Clarification of Academic Council leadership.
   All in Favor – Unanimous

2. Approval of Meeting Minutes from 9/23/2011
   R. Mowatt – Moved to accept minutes
   M. Van Puymbroeck – 2nd
   • Correct spelling of C. Lim
   • According to the constitution, AC can call an executive session with vote by the majority; staff is excluded, but others can be asked to stay. Minutes do not need to reflect deliberations or individual contributions, but must record action taken. Minutes were updated to include the action taken during executive session.
   All in Favor – Unanimous

   ➢ Discussion of Meeting Minutes: Draft minutes are not to be viewed beyond AC members until approved by AC. Discussion about them is acceptable, but they should not be distributed.
   ➢ Discussion of Executive Session action: Michael delivered two letters to the Provost. One letter was written on behalf of AC asking the provost to consider taking action regarding the Interim Dean position. The second letter was from the three department chairs and Executive Associate Dean strongly endorsing the action of the AC. This letter was copied to the Provost and to the President.
Before the letters were sent, Michael talked with Dr. Torabi about the action taken in the executive session to confirm this was acceptable to him. Dr. Torabi said he would look forward to discussions with the Provost to determine whether this would be in the best interest for him and for the school. He did not see the letters.

Executive Session falls under Indiana Open Meeting Act which states that all personnel matters are to be discussed under closed/executive session. It is up to that body to determine the access of the information. The council chairperson through a majority vote may declare the council to be in executive session. Only the council chairperson and voting members of the council will be present during executive session except for those requested to attend by the chairperson. Council deliberations will be off the record but actions taken will be published in the minutes. The HPER constitution states that special meetings of the council may be called via a request.

AC discussed when and if the letters will be shared. The letters need to be held in confidence since they deal with personnel matters. Permission would be needed for the letters to be released. Legal guidance may be needed to determine when or if they become public.

3. Standing Committees, Taskforces, and Other Reports
   A. Undergraduate Studies Committee – M. Murray
      - Committee discussed procedures and policies of how to protect faculty and students with regard to sexual assault.
      - Background checks are not required by law. They will work on determining which schools/programs are currently using the checks and which groups need to incorporate checks.
      - Requesting input from departments.
      - Environmental Health Department currently does not have undergraduate curriculum, and may not need to have a representative at this time. As undergraduate curriculum is developed, a voting member will be needed to sit on Undergraduate Studies.

B. Graduate Studies Committee – no report

C. Budgetary Affairs Committee – no report

D. Public Health Leadership Team – M. Reece for C. Sherwood
   Because PHL is so busy, they requested the representative for Graduate Studies come from Self Study instead. The representation will be delayed because the formation of the Self Study team will just be starting.

E. Research Council – M. Reece reporting for C. Docherty
   RC has organized a meeting with Craig Ross and the Vice Provost for Faculty and Academic Affairs Office (VPFAA Tom Gieryn and Susan McCammon). They would like clarity as they can
help Craig Ross in revising the P&T handbook, especially regarding the impending electronic P&T dossiers.

F. Bloomington Faculty Council Representative Report – M. Reece for S. Cole
Continue to read the minutes and let Shu know if there are questions or concerns.

4. New Business
A. Academic Council Agenda Committee
In meeting with Dean Torabi, he stressed moving forward as a unit in the transition and showing cohesiveness. Items discussed from the list presented:
- Fundraising is being worked on by Budgetary Affairs Committee
- Strategic Plan falls under the responsibility of Kathy Gilbert
- Constitution committee is planning a meeting. Items assumed to be in Constitution, but not and, therefore, recommended for consideration: two-week waiting period, quorum, number of voting members on council, and chair eligibility/rotation.

B. Clarification of Academic Council Leadership – M. Reece
Michael’s role as Associate Dean of Research & Graduate Studies begins in January. AC discussed options for the best way to proceed with his chairmanship and membership.

M. Murray – moved to elect Sarah Young as chair of Academic Council for the remainder of the academic year upon Michael Reece’s resignation as chair.
K. Grove – 2nd
All in favor – unanimous

M. Reece moved to accept his resignation as chair and member of Academic Council and to ask his department to fill his membership position with the first alternate effective at the next meeting.
R. Mowatt – 2nd
All in favor – unanimous

M. Van Puymbroeck – Moved to adjourn
M. Murray – 2nd
Meeting adjourned.