

**Athens State University
Academic Affairs Committee
Tuesday, January 28, 2014
12:00p.m.
Sanders Hall Conference Room**

Present: Jess Brown, Leigh Hester, Wendy Cowan, Wanda Hutchinson, Laura Kerner,
Wade Myhan, Charles Roberts, Quanda Stevenson

Absent: Malcolm Cort, Sam Khoury, Bradley Rimes

- I. Call to Order Dr. Brown, Committee Chair
The meeting was convened by the Chairperson at 12:05p.m., Tuesday, January 28, 2014, in the Sanders Hall Conference Room.

- II. Minutes Dr. Brown
The committee reviewed and approved minutes from the November meeting. Dr. Roberts made the motion to adopt; Dr. Myhan seconded. The motion was approved unanimously.

- III. New Committee Member
The Chair welcomed Dr. Tina Sloan to the committee. Dr. Durm appointed her to replace Dr. Andryna Kuzmicic.

- IV. Old Business
The Chair gave an update on the future composition and tasks of this committee. The Faculty Senate is reviewing the charge according to the shared governance initiative. Faculty will continue to volunteer to serve on the Academic Affairs Committee. Four senators elected from each college will select four representatives for each standing committee.

The Faculty Senate suggested that the line item of drafting the Academic Calendar be moved from number one in the list of charges for the Academic Affairs Committee to a lower position. Repositioning of the charge should lessen the likelihood that the Academic Affairs Committee will be thought of as the Calendar Committee.

There was no update on the subject of grade inflation.

V. New Business

After a lengthy discussion about the Academic Calendar, the Academic Affairs Committee unanimously concluded that reasonable amendments should be presented to the Faculty Senate for review. Dr. Brown will make the appeal.

Committee members expressed the need for a “Virtual Work” policy and the need for a policy specifying the parameters of virtual office hours. Members of the committee maintained that most faculty check emails, make phone calls, advise, grade, etc. away from campus and outside of regularly scheduled office hours. The Chair was of the view that these two issues are the responsibility of the Faculty Affairs Committee.

Committee members expressed concerns about the limited number of personal days granted to faculty in light of the reduced number of non-instructional, faculty duty days between terms. Mandatory personal leave for the honors and awards ceremony and graduation was discussed. Members noted the number of hours required for those programs are sometimes less than two hours, but faculty were required to expend a full eight hour day of leave time, if missing these events. Members of the committee voiced much concern about having only one non-duty day between the Spring and Summer terms of 2106.

VI. Adjournment

With no further business the Chair called for a motion to adjourn.

Dr. Roberts moved to adjourn.

Dr. Myhan seconded the motion.

Respectfully submitted by Dr. Wanda Hutchinson, Recorder