

FACULTY AFFAIRS COMMITTEE MINUTES

DATE: October 31, 2013

TIME: noon

LOCATION: Waters Hall Conference Room

Members Present: Pat Kuby, Chair, Amanda Branscombe, Scott Cox, James Gadberry, Ronnie Merritt, Susan Owen, Bill Wilkes, Johnnie Lundin (proxy for Rosemary Hodges)

Members Absent: Bridgette Chandler, Jameha Gardner, Sean Busick, Rosemary Hodges, Jeff Johnson, Lisa Rich

Dr. Kuby called the meeting to order on October 31, 2013 at noon in the Waters Hall Conference Room. Minutes from the October 17th meeting were approved.

Dr. Kuby reported that a rough draft of the Faculty portion of the Handbook should be coming to the committee soon.

A copy of Dr. Glenn's suggestions for the responsibilities of the FAC were distributed and discussed. Changes were as follows:

Faculty Affairs - This committee has responsibilities related to recommendations for plans that address the welfare of the faculty, such as professional development opportunities, guidelines and suggestions related to teaching excellence, and review of tenure and promotion procedures and policies.

Membership - There will be four faculty members from each College and one faculty member from the Library, if possible. The PO of the Faculty will appoint the members from a list of volunteers. The committee will elect a chair from its membership.

Responsibilities: Review and make recommendations concerning any policy related to faculty issues, including but not limited to:

- a) Review and make recommendations related to promotion and tenure.
- b) Review and make recommendations related to faculty evaluation, including review of student evaluation of courses to ensure quality input from students that is representative and constructive.
- c) Suggest and make recommendations on policies and guidelines related to professional development, undergraduate research support, and other matters related to excellence in teaching and working with students.

Discussion then turned to Excellence in Teaching Indicators. Dr. Kuby distributed a very rough draft of a document created by the Quality Indicators Committee and the Faculty Expectations report that originated from discussion about job duties by department chairs in their meeting in 2012. Both documents were shared with her by Dr. Durm, P.O. of the Faculty Senate. Dr. Branscombe provided background for the first document. Dr. Owen provided background for the second document. It was determined that the Faculty Expectations report should not be associated with Excellence in Teaching Indicators. Discussion was tabled until the committee has more information.

Dr. Kuby was asked to have the FAC committee suggest ways to improve the number of students who respond to course evaluations at the end of each semester. Committee members will collect information from other schools regarding this issue and bring it to the next meeting.

Dr. Kuby announced that the next meeting would be Wednesday, November 13th at noon in Waters Hall Conference Room.

Meeting was adjourned.