Minutes of the Senate Faculty Affairs Committee Meeting  
Tuesday, October 28, 1997 at 1:30 p.m. in 315 Alumni Hall

PRESENT: Lauren Adamson, Marsha Clarkson, Barbara Green, Bernadette Hartfield, Juane Heflin, Julie Hotchkiss, Cennette Jackson, Bill Kinyon, Edith Manns, Richard Miller, Gabor Patonay, Richard Pillsbury, Connie Rifkind, Brenda Smith, Roger Weed, Phil Wierson, and Bea Yorker.

ABSENT: Catherine Brack, Tom Clark, Earnest Larkins, David Pavesic, Julie Rainer, Charles Rutheiser and Armenia Williams.

ALSO ATTENDING: Jim Bohanan, Pat Carrell, and Thomas Conway

Approval of Previous Minutes

Chair Gabor Patonay opened the meeting by asking for any corrections to the minutes of October 13. On a motion by Roger Weed, seconded by Juane Heflin, the minutes were approved as presented.

SACS Responsibilities

Bea Yorker advised that the SACS Action Plan with recommendations from the SACS Steering Committee outlines the responsibilities of the various Senate Committees for addressing Must Statements for the SACS Review. The Action Plan contains four subjects that involve the work of the Faculty Affairs Committee:

1. Section 4.8.1: There should be a written policy and procedures for determining the written and oral proficiency of full and part-time faculty members.
2. Section 4.8.3: There should be a link between the Board of Regents Web Site and the GSU Faculty Handbook that makes clear that the GSU policies for part-time instructors are the Board of Regents' policy.
3. Section 4.8.3: The University should develop a systematic procedure for monitoring the orientation, supervision and evaluation of part-time faculty.
4. Section 4.8.4: The Faculty Affairs Committee and the Graduate Council should develop a written policy and procedures for assuring the language proficiency of graduate teaching assistants.

In order to clarify the responsibilities of the committee, Pat Carrell was requested to come to the meeting to explain the responsibilities and time table for the completion of the assigned work.

Pat Carrell indicated that the University Self Study would be coming on line at the GSU Web Page shortly. She said that committees, some of whom contained Faculty Affairs Committee members, had been studying the 400 criteria or Must Statements for the necessary SACS compliance. Their answers and recommendations were sent to the Steering Committee which reviewed them and determined to which senate committee the recommendation or suggestion should be sent for action or implementation. She advised that some of the issues were not in complete compliance and needed some action. Others were in compliance but the Steering Committee felt that the university could possibly still improve the issue to the university's benefit.

She advised the Faculty Affairs Committee to review the recommendations/suggestions to see if they accurately represent the situation at Georgia State. Also, if the committee knows of additional
Pat Carrell explained that the recommendations do not have to be acted on immediately. After the SACS site visit, committees can begin the work on implementing the actions that will bring the recommendations into full SACS compliance.

Phil Wierson moved, seconded by Julie Hotchkiss, that the committee has reviewed the four recommendations/suggestions, found them to be accurately represent the situation at Georgia State, and that the committee agrees to start the necessary action that would bring the University into compliance on these four issues within the recommended time frame. The motion was unanimously approved.

**Ombudsperson**

With Lin Inlow, the former Ombudsperson leaving GSU, Gabor Patonay advised that the Senate Executive Committee had asked if the Faculty Affairs Committee would be willing to interview candidates for the Ombudsperson position. In the past Lin Inlow worked with faculty while Paula Falero-Johnson, the Associate Ombudsperson, worked with staff. There has been concern that faculty would not be comfortable working with a staff person on the type of sensitive issues that might arise so the Provost has proposed that a senior faculty member be recruited to assume these duties on a .375 EFT basis.

One of the issues discussed was about the job description for the position. It was the opinion of the committee that the Faculty Affairs Committee should be involved in developing the job description for the position if its members were to interview candidates. There was also discussion about whether this appointment would be an interim appointment.

After further discussion, on a motion by Edith Manns, seconded by Cennette Jackson, the committee endorsed the concerns of the Senate Executive Committee that the position should be filled as soon as possible, however, the Faculty Affairs Committee would like to have the opportunity to review and recommend changes to the job description if it is to interview candidates for the position. The motion was unanimously approved.

**Faculty Workload Policy**

Marsha Clarkson, Chair of the Workload Policy Subcommittee, presented the revised workload policy developed by the subcommittee defining how departments would set teaching loads linked to annual activity reports. After discussion, on a motion by Roger Weed, seconded by Phil Wierson, to accept the document as prepared by the subcommittee, the motion failed to receive a majority vote. Additional concerns were expressed about adding items relating to purchased course release and the adjustments for teaching large classes.

A second motion by Roger Weed, seconded by Julie Hotchkiss, for the committee to forward their additional comments to the subcommittee by November 26 and for the committee to have a revised draft for its January 5, 1998 meeting was unanimously approved.

**Community Fund**

Brenda Smith reviewed the community fund policy that had been sent to the committee by E-Mail. The policy outlined the changes that have been approved for building morale and developing a sense of community within individual departments and colleges. After discussion, on a motion by
Julie Hotchkiss, seconded by Juane Heflin, the committee approved the community fund statement and asked that it be forwarded to the Senate Executive Committee.

**Evaluation of Administrators**

Brenda Smith advised that in the past there has been no procedures for follow up actions related to any areas of concern that may have arisen in the evaluation process. The subcommittee recommended that "On or before April 1 of the year after the triennial evaluation, the Provost would give a follow-up report to the Senate Executive Committee on the areas of concern raised in the previous evaluation reports. The Provost's report should include performance goals and specific actions taken for each area of concern identified in the evaluation report." After discussion, on a motion by Edith Manns, seconded by Roger Weed, the committee unanimously approved the recommendation.

**Awards Subcommittee**

Cennette Jackson outlined the changes in the awards announcement brochure for 1997-98. The major changes were the requirement that nominees for the Alumni Distinguished Professor Award include being a full professor and that chairs and deans would also be given the opportunity to write reference letters for nominees of all awards if they so choose.

There being no additional business, the meeting was adjourned at 3:00 p.m.

James Bohanan, Recorder

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Please send questions or comments to [Mary Nell Stone](mailto:MaryNellStone@gsu.edu)