FACULTY AFFAIRS COMMITTEE
MINUTES OF THE MAY 19, 1997 MEETING

Members present: Lauren Adamson, Marsha Clarkson, Missy Cody, Barbara Green, Julie Hotchkiss, Cennette Jackson, Bill Kinyon, Gabor Patonay, Richard Pillsbury, Julie Rainer, Connie Rifkind, Brenda Smith, Roger Weed, Armenia Williams.

Members absent: Kathy Brack, Tom Clark, Bernadette Hartfield, Lisa Heflin, Ernest Larkins, Edith Manns, Richard Miller, David Pavesic, Charles Rutheiser, Phil Wierson, Bea Yorker.

The meeting was called to order at 10:05 a.m. by Gabor Patonay. The committee began with the members introducing themselves. The first item of business was the approval of the April 14, 1997 minutes. Julie Rainer stated that her name should be added to the subcommittee list of the Faculty/Staff giving campaign. The minutes were approved as amended.

The next item of business was the election of the chair. Brenda Smith opened the floor for nominations. Gabor Patonay was nominated. After determining that there were no other nominations, the committee voted and elected Dr. Patonay as chair for the 97-98 term. Dr. Patonay opened the floor for vice-chair nominations. Brenda Smith was nominated and elected by acclamation.

The proposed meeting schedule was discussed. After review, the committee accepted the dates as presented. The chair acknowledged that the committee will meet only when there is business. If no business is pending, meetings will be cancelled.

The next item discussed was the evaluation of administrators. Dr. Patonay stated that he was on the committee that recently evaluated the Provost. He was able to see the policies and the evaluation instrument designed by this committee in action. Dr. Patonay concluded that the evaluation process can be improved. Brenda Smith stated that the process needs refinement, in particular the ad hoc committee needs direction as to how to write the report. Some questions need to be taken out. Some administrators that are to be evaluated do not have much contact with faculty. For these individuals, it is suggested that staff members do a parallel evaluation. Dr. Smith's subcommittee will be charged with developing an instrument for staff members to evaluate designated administrators. Connie Rifkind indicated that she could help in this effort and asked to be added to the subcommittee. Other added members are Bikram Garcha (appointed member to subcommittee) and Roger Weed. The changes that will come out of this subcommittee will be forwarded to the Executive Committee for review, but will not be forwarded to the full Senate.

There was some discussion about the evaluation process after the evaluated administrator and his/her supervisor meet with the ad hoc committee chair to discuss the final report. Dr. Patonay and Dr. Smith explained that the Executive Committee also reviews the final report and it is up to the Executive Committee to make recommendations based on that report. It was suggested that the Executive Committee make a report to the Senate or to the faculty. Dr. Smith acknowledged that these evaluations should be confidential, just as other faculty members' evaluations are confidential. However, she stated that the procedures could be modified to allow for some kind of statement or report to the faculty. Marsha Clarkson agreed that some information should be released so that those who evaluated the administrator would know if they were in line with other evaluators' experiences.

The next item was the Faculty/Staff giving campaign. Brenda Smith stated that the guidelines for administering departmental funds need to be clarified. Often it's a morale issue and both faculty and staff are confused as to what is or is not allowed to be purchased with these funds. The majority of comments received by Dr. Smith reflect that people would like to know where their donated funds are going. Presently, the administration of these kinds of funds comes out of the various dean's offices. The subcommittee is working on developing guidelines for the administration of these community funds. Brenda Smith commented that she would like to see cookies as well as drinks provided for Senate meetings and quarterly at Staff Council meetings. Lauren Adamson added that the guidelines should be very broad. Discussion continued and it was decided that the subcommittee will develop the guidelines and the full committee will review and discuss their document at the September meeting.

The next item discussed was the workload policy. Although a policy was recently approved by the Senate, this was a stopgap measure. Since GSU will be converting to the semester system soon, this policy needs to reflect that change as well. A subcommittee was formed to work on this issue: Roger Weed, Lauren Adamson, Marsha Clarkson, Armenia Williams, Julie Hotchkiss, Julie Rainer, and Gabor Patonay. Dr. Patonay explained that it is important to be able to measure faculty workload and to be able to show outside sources what the faculty is doing.

The next item was subcommittee assignments. Dr. Patonay stated that Bea Yorker suggested that an Awards
A subcommittee be formed. Members are: Brenda Smith, Cennette Jackson, Julie Rainer, and a dean and department chair to be named later. Barbara Green stated that she was rotating off of the Staff Advisory Council and unless she was re-elected would no longer be a member of this committee or the Benefits subcommittee. Bill Kinyon agreed to serve on the Bookstore and Copier subcommittee. Lauren Adamson and Bill Kinyon have been added to the Salary Equity subcommittee. Dr. Patonay will appoint absent committee members to subcommittees as needed.

There being no further business, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,
Mary Nell Stone
substitute recorder