Minutes of the Senate Faculty Affairs Committee Meeting
November 3, 1998

PRESENT: Martha Abbott-Shim, Lauren Adamson, Yezdi Bhada, Marsha Clarkson, Richard Deane, Bill Decatur, Barbara Green, Bernadette Hartfield, Juane Heflin, Ron Henry, Julie Hotchkiss, Hugh Hudson, Phyllis Johnson, Bill Kinyon, Ernie Larkins, Mona Matthews, Marion Meyers, Gabor Patonay, David Pavesic, Charles Rutheiser, Jim Senn, Roger Weed, and Diane Willen.

ABSENT: Ed Lai, Didi Manns, Richard Miller, and Linda Nelson

ALSO ATTENDING: Tom Clark and Jim Bohanan.

Approval of Previous Minutes
Chair Gabor Patonay opened the meeting by asking for any corrections to the minutes of August 26. On a motion by Roger Weed, the minutes were approved as presented.

Provost Report
Provost Ron Henry reported on the status of semester conversion. He thanked the faculty members for all of the extra work that they have given to complete the semester conversion process. He indicated that enrollment usually decreases for the first one or two semesters of a conversion until students can adjust to the new system. The Georgia State enrollment headcount was down 6.5 percent over the previous fall quarter and credit hours taken was down 17 percent. The 1999 spring semester credit hour count is expected to be down 13 percent over the previous spring quarter. He advised that the administration is taking several steps to encourage students to increase their course loads to raise total credit hours for the university. Colleges are expanding their student advising hours to make the service more accessible. Extra efforts are being made to promote student transfers from feeder schools such as Georgia Perimeter College. Innovative scheduling techniques are being considered to enable evening students to take three courses on a two nights a week basis as well as the use of 7 week minimesters.

Ron Henry also discussed the budget shortfall and the required redirection of funds that will be given back to the university system. He advised that the quality of the freshmen class has risen this year and the goal is to have a freshmen class that will meet the 2001 standards for entering freshman at research universities which includes a projected GPA of 2.5.

Faculty Workload Policy
Marsha Clarkson advised the committee about the meeting with the Deans Group to get their input on the faculty workload document. The Deans Group recommended changing the phrase "mix of activities" on lines 6 and 7 to read a "mix of teaching, research/creative, and service activities." She also indicated that the deans preferred to delete all references to numbers as in "a 4-course teaching load" as it would give them less flexibility in evaluating research/creative and service activities. After considerable discussion about the document, there was a motion by Jim Senn, seconded by Hugh Hudson, to add in line 26 of the third paragraph, the words "up to" so that the sentence would read "Because Georgia State University is one of the System research universities, up to a 4-course teaching load or equivalent per academic year is a reasonable goal for faculty with substantial, demonstrated, and active records of
After the above modifications, on a motion by Hugh Hudson, seconded by Diane Willen, the committee agreed to keep paragraph three in the document. The motion was approved with Bernadette Hartfield voting against the motion. Finally, on a motion by Martha Abbott-Shim, seconded by Hugh Hudson, the committee agreed to accept the total document as amended. The motion was approved with Richard Deane opposing and Bernadette Hartfield abstaining. Marsha Clarkson advised that she would forward a copy to the Senate Executive Committee.

Evaluation of Administrators
Gabor Patonay discussed the staff component of the evaluation of administrators document which has been added to the evaluation process for senior administrators. Senior administrators are the administrators who have a significant number of administrative staff and limited direct interaction with faculty. The senior administrators being evaluated this year that meet this definition are Vice President for Finance and Administration, Vice President for Research and Sponsored Programs, and Vice President for Student Services. A discussion followed about how the staff component fits into the overall process and how the staff evaluations should be separated and handled independently from the faculty evaluations. The committee agreed that the Evaluation of Administrators Subcommittee should meet to work on modifying the current draft document and they should submit a revised draft at the November 16 meeting.

Strategic Planning Subcommittee
Diane Willen agreed to attend the Strategic Planning Subcommittee meeting on November 9 representing the Faculty Affairs Committee in place of Julie Hotchkiss who is unable to attend.

There being no additional business, the meeting was adjourned at 1:40 p.m. The next meeting will be on Monday, November 16 at 10:00 a.m.

James Bohanan
Recorder

[Please send questions or comments to Mary Nell Stone]