SENATE FACULTY AFFAIRS COMMITTEE
MINUTES
August 30, 1999

Members Present: Martha Abbott-Shim, Richard Baskerville, Yezdi Bhada, Myra Carmon, Marsha Clarkson, Carolyn Denard, Bernadette Hartfield, Juane Heflin, Julie Hotchkiss, Elaine Hughes, Phyllis Johnson, Greg Lewis, Ramona Matthews, Marian Meyers, Richard Miller, Dave Pavesic, Charlotte Petrek, Jim Senn, Roger Weed, Diane Willen, Carol Winkler.


The meeting was called to order at 12:05 p.m. by the chair, Diane Willen. Dr. Willen welcomed all members and asked for brief introductions. Dr. Willen introduced Jerry Edwards, Vice President of Academic Affairs, Student Government Association as a guest who will address the committee. Dr. Marsha Clarkson serves as vice-chair of the committee. Gary Longstreet will act as its administrative assistant.

The first item of business was the approval of the April 15, 1999 minutes. The minutes were approved with no changes.

The next item of business was to establish meeting times for the committee. It was decided that the committee will meet the third week of the month on alternating Mondays and Tuesdays at noon. Future meeting dates are September 21, 1999, October 18, 1999, November 16, 1999 and November 29, 1999. There will be no meeting during the month of December.

Dr. Willen reported that the Provost's Office has requested that Faculty Affairs approve a change in the instructions for the faculty annual report. Faculty will be asked to note those activities in instruction, professional development and service that have an international dimension. These activities would be coded and could then be sorted by computer. Dr. Willen will consult with faculty members from various colleges before presenting proposed changes in the instructions to the full committee at the next meeting.

A working draft of subcommittee membership was distributed and reviewed. Dr. Willen stressed the importance of each subcommittee having a balance of representation from each college. Additionally, Dr. Willen noted the large number of subcommittees and proposed that priority be given to the more active committees and the inactive committees only meet if issues arise.

Membership of several subcommittees was highlighted in subsequent discussion. The Alternative Dispute Resolution subcommittee is already functioning within the university and includes several senate faculty affairs members. The Benefits subcommittee is well-staffed. Beyond members from Faculty Affairs, Mary Radford and Victor Flat of the College of Law will be asked to continue there service; Connie Rifkind and Barbara Carroll have already indicated their willingness to sit on the Benefits subcommittee. The subcommittee on the Bookstore was re-named Bookstores; Elaine Hughes agreed to serve and the issue of a chair was left unresolved. Diane Willen stated that the Conflict of Interest subcommittee needs representation from the College of Business. Juane Heflin reported that Dave Pavesic of Faculty Affairs has agreed to represent the College of Business. Additional members outside Faculty Affairs include Sid Crow (Arts & Sciences) and Natsu Saito (Law). The Evaluation of Administrators subcommittee needs representation from the College of Business. Because the subcommittee is without a chair, Dr. Willen asked that the first person listed alphabetically (Marsha Clarkson) to call the first meeting. Carolyn Denard agreed to chair and Richard Baskerville to serve, along with Yezdi Bhada and Jerry Edwards, on the Faculty Development and Evaluation subcommittee. Other names suggested for this subcommittee were Robert Moore (Policy Studies) and Kirk Richardson (A & S). Diane Willen requested Linda Nelson and Marian Myers investigate the current policy on Harassment and Appeals and decide if further action is needed this year on these issues.

Dr. Willen reported that the provost has requested the Faculty Affairs Committee, APACE, and possibly Research to create a policy statement on the mentoring relationship between graduate faculty and graduate students. Dr. Willen agreed to explore the possibility of a joint subcommittee with APACE. In response to queries, Dr. Willen stated that she was not aware of any major concerns beyond insuring that a productive relationships exist between the graduate faculty and students. Dick Miller and Greg Lewis agreed to sit on the Mentoring of Graduate students subcommittee.
The Post Office subcommittee was considered. Dick Miller and Dr. Willen shared negative experiences they had with the university post office. Carol Winkler suggested creating an Academic Support Services Subcommittee to cover the bookstore, the post office and auxiliary services. Questions were raised because the Bookstore subcommittee already has many concerns with which to deal. Marsha Clarkston suggested that two committees be formed. One committee would focus on Bookstores and the other committee would focus on Parking, Post Office, Print Services, and other auxiliary services.

Dr. Willen asked Dr. Winkler to sit on the full Strategic Planning Group committee, under the auspices of the Planning and Development Committee, and to chair a subcommittee of Faculty Affairs devoted to this issue. Dr. Winkler agreed. Dr. Willen will serve as the liaison to the Classroom Facilities and Space Management Committee. Marsha Clarkson inquired about the status of the Awards subcommittee. Dr. Willen will check with Mary Nell Stone concerning the duties of this subcommittee.

After considering the composition of subcommittees, the full committee heard reports from several chairs. Dick Miller provided an update on the Benefits Subcommittee. One item for review will be the application of sick leave to retirement for faculty members who are not part of the Teacher Retirement System. A second area will be equity with health benefits. Dr. Willen asked the subcommittee to investigate raising the lifetime benefits in the Board of Regents policy from $1,000,000 to $2,500,000 as a life-time benefit. Dr. Miller emphasized the importance of working with other units in the University System.

Dr. Juane Heflin, chair of the Conflict of Interest subcommittee, distributed a draft of the new Conflict of Interest policy. Each faculty and staff will receive an email of the new draft policy. Two open hearings will be held to solicit university opinion on September 28 and 29.

Mona Matthews, chair, discussed the progress of the subcommittee on Part-Time and Non-Tenure Track Faculty. The subcommittee has been working to identify appropriate goals for part-time instructors in terms of benefits and professional issues. A question was raised concerning the visiting lecturers. Dr. Willen suggested that at this time the focus of the subcommittee should remain on part-time personnel because so many visiting lecturers were added so recently and the future number and status of these positions remain in flux. Dr. Bhada agreed that the focus should remain on the part-time personnel. He noted many titles for non-tenure track appointments were used differently across the campus.

Marsha Clarkson, chair of the Workload subcommittee, spoke briefly about the implementation of the new policy. This subcommittee will not pursue new business this semester. However she wanted to remind everyone that the faculty workload policy was passed last year and that each college was to have a workload policy drafted in line with the university policy. The provost was then to review the policies. The committee charge this year is to establish a time line to make sure that the polices have been written and are being followed by the academic units.

Dr. Hartfield discussed the Alternative Dispute Resolution subcommittee and provided background information on its formation. She is the university liaison to the Board of Regents initiative on alternative resolution methods. Dr. Pauline Clance chairs the committee.

The Evaluation of Administrators subcommittee was charged to consider the forthcoming evaluation process for the Provost, University Librarian, and the Dean of the College of Business. A form is needed to evaluate the university librarian. Other issues for the subcommittee include administration of the evaluations and follow-up after the evaluation. The subcommittee will correspond with the chair of each evaluation committee. Mary Nell Stone and Brenda Smith have agreed to consult with the subcommittee. This subcommittee needs to meet quickly and report back to the full committee in September if any substantive changes are to be requested for the process this year.

Jerry Edwards of the SGA spoke about the evaluation of courses and making the evaluation information available to students. In his research, he found that each college has different rankings and questions which makes it difficult to have standardization among faculty evaluations. Additionally many questions are asked in several different way which makes it difficult to rank their importance. He proposed that each college have a set of questions (five) that would be appear identically on all student faculty evaluations. Dr. Bhada provided background information on faculty evaluations.

There being no further business, Dr. Willen adjourned the meeting at 1:16 p.m.

Gary Longstreet
Committee Assistant