SENATE FACULTY AFFAIRS COMMITTEE  
MINUTES  
September 21, 1999

Members Present: Yezdi Bhada, Barbara Carroll (for Larry Kelly), Myra Carmon, Marsha Clarkson, Carolyn Denard, Juane Heflin, Phyllis Johnson, Greg Lewis, Marian Meyers, Dave Pavesic, Gabor Patonay, Charlotte Petrek, Jim Senn, Veda Storey, Roger Weed, Diane Willen.


The meeting was called to order at 12:05 p.m. by the chair, Diane Willen. Dr. Willen introduced Barbara Carroll, Assistant Vice President of Human Resources, who will be Larry Kelly’s designee to FacAffairs.

The first item of business was the approval of the August 30, 1999 minutes. The minutes were approved with no changes.

A revised subcommittee list was distributed. Valerie Fennell, University Ombudsperson, has requested to join Faculty Affairs. The committee will request that Valerie Fennell be added as a non-voting member of the committee. Both Dr. Fennell and Dr. Pauline Clance will be added at the October meeting of the Senate. Auxiliary Services has requested that a representative from FacAffairs attend their meetings that deal with transportation issues. Dr. Willen will work to identify a committee member willing to serve.

Acting upon a request from the Provost’s office, the committee agreed that the instructions for the faculty annual report be amended to allow identification of international initiatives and international activities for reporting purposes. The new instructions specify that the code INT be inserted after each international activity. In cases where colleges have different forms, they should develop comparable instructions. Sample instructions were approved for submission to the executive committee.

Subcommittee Reports:

The Mentoring of Graduate Students subcommittee has not been formalized because APACE will be adding members. Marsha Clarkson joined the Mentoring subcommittee. The Bookstores subcommittee still needs a chair. Jim Senn joined the Faculty Giving subcommittee. There is currently no business for the Health Services subcommittee.

Juane Heflin reported for the Conflict of Interest subcommittee. A revised draft of the Conflict of Interest policy was distributed. The subcommittee is considering two versions of the policy. A short version of the policy is general in nature and the other, longer version is financial in nature. The subcommittee will solicit the university input in two open forums on September 28 and September 29. The subcommittee will meet after the forums to review the suggestions and decide which version of the policy will be adopted.

Robert Sattelmeyer reported for the Evaluation of Administrators subcommittee. The subcommittee requested that a staff component be added to the evaluation of the University Librarian. This proposal was approved without objections. The other proposal was to add a deadline for the submission of each administrator’s statement or list of accomplishments. The administrators should submit their statements to the Senate Office by January 10 so that evaluations can proceed in a timely manner. The proposal was approved without objections.

Juane Heflin reported for the subcommittee on Part-Time Instructors. Dr. Bhada reported that his office is in the process of revising the part-time instructor’s handbook.

The Bookstores subcommittee has not met yet but Charlene Petrek provided an update on the Fall Rush at the Bookstore from the GSU Bookstore Advisory Committee. The report basically indicated that sales were up 13% and the used/new ratio was up 30.41%. The report did generate concerns from faculty about the availability of titles and competition among bookstores. The Bookstores subcommittee will meet before the next FacAffairs meeting.

Marian Meyers reported on the Harassment subcommittee. The committee has discussed the current sexual harassment policy as well as concerns about language, documentation, and reporting instances of sexual harassment. Dr. Willen will ask Valerie Fennell to join this committee.
Hugh Hudson and Yezdi Bhada reported on various meetings and focus groups that have discussed the reorganization of non-administrative units of the university.

The next meeting is scheduled at noon on October 18, 1999.

There being no further business, Dr. Willen adjourned the meeting at 1:12 p.m.

Gary Longstreet
Committee Assistant