FACULTY AFFAIRS COMMITTEE
MINUTES
August 29, 2000

Members Present: Myra Carmon, Pauline Rose Clance, Marsha Clarkson, Julie Hotchkiss, Greg Lewis, Charles Marvin, Marian Meyers, Richard Miller, Dave Pavesic, Charlotte Petrek, Ted Poister, Jim Senn, Roger Weed, Diane Willen

Also in attendance: Gerry Edwards, SGA; Bernadette Hartfield, Law; Katherine Johnston, VP of Finance; Donna Williams, President’s Office

Members Absent: Jean Bevis, Richard Deane, Carolyn Denard, John Diehl, Nancy Floyd, Bonnie Fritz, Gerald Gay, Marty Grace, Ronald Henry, Ramona Matthews, Linda Nelson, Cherien Thachenkary, Mary Lyn Thaxton, Carol Winkler

The meeting was called to order at 12:02 p.m. by the chair, Diane Willen. Dr. Willen welcomed everyone to the first meeting of the committee for Fall 2000. Attendees introduced themselves.

The approval of the April 25, 2000 minutes was tabled until the September committee meeting.

Katherine Johnston, VP for Finance and Administration:
Katherine Johnston, the new Vice President for Finance and Administration, introduced herself and explained that she manages all of the non-academic areas of the university: Accounting Services, the Budget Office, Purchasing, Human Resources, the GSU Police, Physical Plant, and Auxiliary Services. She welcomed feedback from committee members.

Review of Subcommittees:
Three subcommittees need chairs and/or members: Alternative Dispute Resolution, Bookstore, and Evaluation of Administrators. Anne Emanuel of the College of Law and staff members Carolyn Gergley and Carol Whitcomb may join the ADR subcommittee. ADR still needs a chair. The bookstore subcommittee needs a chair and more members. Evaluation of Administrators also needs a chair and members. Dr. Willen explained that this subcommittee looks at the evaluation instrument rather than actually performing the evaluations. Last year the library was unhappy with the instrument. Carl Patton, Ahmed Abdelal, Tom Lewis, Susan Kelley, and Bob McGinnis are being evaluated this year.

Alternative Dispute Resolution:
Bernadette Hartfield explained that the Board of Regents has issued a directive to improve the processes by which disputes are resolved to minimize lawsuits and maximize use of alternative forms of resolution. The short term goal is to educate the university community about ADR and its benefits, to train the community in ADR processes, and to assess our current dispute resolution processes. The long term goal is to develop ADR policy. As detailed in the subcommittee report which was distributed at the meeting, the ADR subcommittee held two ADR training sessions last year for the offices that resolve faculty, staff, and student disputes. The sessions provided an introduction to conflict resolution and a discussion about communication and effective listening skills. An assessment instrument was distributed at these meetings from which it was determined that the campus needs further education about ADR. Now there are plans to expand the assessment by surveying faculty, staff, and students. The ADR subcommittee plans to continue the training sessions and to add mediation training for faculty, staff, and students.

Pauline Clance told the committee that UGA’s Dean Wyatt Anderson, who has been active in developing mediation processes, spoke to Dean’s Group about the need to see mediation as a very valuable process. He recommended training chairs for mediation between faculty and students as well as between faculty members. He emphasized the need for the training to be effective to save both time and energy.

The committee discussed dispute resolution problems and the need for timely action when students request that faculty participate in discipline reviews. Dr. Hartfield asked that the ADR subcommittee be informed about problems that arise when faculty slow down the dispute resolution process, making clear that the subcommittee wants to be able to make recommendations to improve the process. She emphasized that the goal is to resolve disputes at the lowest possible level.

Julie Hotchkiss asked if the subcommittee was dealing with unresolved disputes and training for chairs. Dr. Hartfield said that unresolved disputes were being considered. Dr. Clance said the she thinks the chairs would like to improve their ADR skills. She added that she thinks everyone wants to find more effective ways to deal with conflict to reduce long, costly lawsuits.

Donna Williams brought up the problem of complaints that are not brought forward because of power differences or fear of
retaliation. Dr. Hartfield said that she hoped after continuing assessment, a broad university ADR policy could be instituted outlining processes for the GSU community. Donna Williams emphasized the need for the ADR subcommittee to work closely with Faculty Affairs and to institute a GSU ADR policy that corresponds to the Board of Regents’ policy.

**Harassment and Appeals:**
Marian Meyers discussed the need to come into compliance with the Supreme Court’s sexual harassment rules and to train/educate the GSU community about the rules and how to make complaints. Complaints are being made to a variety of offices so the subcommittee is not sure how much of a problem sexual harassment is at GSU. The subcommittee want to protect the right to file a grievance and to protect the university from lawsuits.

The subcommittee is reworking the procedure for filing a grievance and needs to change the university’s current sexual harassment policy in the catalog and as distributed by Human Resources. The main area in which the university is vulnerable is consensual, amorous relationships between students and faculty with supervisory power. A policy is being worked on that would ban relationships between faculty and students over whom they have a supervisory position.

Dr. Willen encouraged input from the committee. Dr. Meyers’ e-mail address is mmeyers@gsu.edu.

**Evaluation of Instruction:**
Last year, the Student Government Association had approached the Faculty Development and Evaluation of Instruction subcommittee about making the faculty evaluation instrument uniform across the university. The subcommittee recommended that the SGA pick out 6 questions that were approximately standard on each instrument so that the colleges could provide them with this uniform subset of the evaluation results. This plan passed the full Senate.

Gerry Edwards, president of the SGA, reported that the company Pickaprof.com had requested the evaluation data from Legal Affairs. John Marshall is consulting with Provost Ron Henry about obtaining data for the SGA before meeting the request from the outside company.

Jim Senn expressed the need for the reporting of the evaluation data to be unobtrusively handled by IS&T producing a second report of the appropriate evaluation results. Myra Carmon mentioned that IS&T had been at the subcommittee’s meeting with the SGA, and that IS&T contact David Denton has retired. Dr. Senn suggested that Reid Christenberry of IS&T needs to designate a programmer to sit on the subcommittee.

Dr. Clance said that the whole evaluation issue is very complex and that pulling the 6 questions seems like a good strategy. The college-specific instruments were developed as a learning instrument for the faculty. Julie Hotchkiss pointed out that BOR policy states that the faculty evaluations are intended for feedback, not for assessment or promotion and tenure.

**Changes in University Services:**
Dr. Willen explained that the BOR health plan is in economic trouble and is being refinanced, which will cause the faculty and staff contributions to increase dramatically. She recommended contacting Richard Miller about any items for the Benefits subcommittee.

Katherine Johnston said that the BOR is proposing a PPO to substitute for the current cost indemnity plan. The university is working on better dissemination of benefits information to the campus. She also mentioned the change to Wood dining services and catering. GSU is the Pennsylvania-based company’s first operation in the state of Georgia. She then asked the committee about the bookstore.

Dr. Clance said that the bookstore seems to be running better this year than in years past. Dr. Senn explained that the bookstore had been a problem for Follett so they had sent in some of their best employees to reform the store. One major problem has been the incompatibility between Auxiliary Services’ and Follett’s book ordering systems. Dr. Senn said that while there has been a lot of improvement made, there’s still a lot of work to be done.

Charlotte Petrek mentioned that there are still problems with discounts and waivers being honored by the bookstore. Dr. Willen suggested that the bookstore subcommittee meet with the store’s new managers. Katherine Johnston plans to attend the meeting; she wants to make sure that there are people in the store with definite authority and responsibility.

**Charges for Subcommittees:**
Dr. Willen highlighted the bookstore as an area for more activity, as well as the policy for the mentoring of graduate students. Dick Miller will address the latter topic at the September meeting. Dr. Willen hopes to move the policy out of the committee because
two other university groups are also addressing mentoring.

Dr. Senn asked what the Non-Tenure Track Faculty subcommittee was doing. Dr. Willen said that Marcia Clarkson is chairing the subcommittee which will be making sure that GSU is compliant with BOR policy and will be drawing up a Non-Tenure Track Faculty policy for GSU.

Dr. Hotchkiss announced that the Academic Support Services subcommittee wants to explore Auxiliary Services’ plans for the Panther card. UGA and Georgia Tech have spouse cards and other advances. Dr. Willen pointed out the problems with the GSU Post Office’s international mail service and recommended that Academic Support Services address the issue after looking at the Panther card’s future.

Dr. Senn requested a subcommittee list with members’ e-mails; Dr. Willen agreed to bring the list to the September meeting.

The next meeting is scheduled for Monday, Sept 25, at noon in 315 Alumni Hall. There being no further business, Dr. Willen adjourned the meeting at 1:15 p.m.

Lori Howard
Substitute Committee Assistant