FACULTY AFFAIRS COMMITTEE
MINUTES
MONDAY, SEPTEMBER 25, 2000

Members Present: Jean Bevis, Pauline Clance, Marsha Clarkson, Valerie Fennell, Julie Hotchkiss, Greg Lewis, Charles Marvin, Ramona Matthews, Marian Meyers, Charlotte Petrek, Lyn Thaxton, Roger Weed, Diane Willen


Introduction
The meeting was called to order at 12:10 p.m. by the chair, Diane Willen. Dr. Willen introduced Laurie Kirkwood, the new secretary for the committee. She also passed around a sheet for confirmation of email addresses.

Approval of Minutes
Minutes for both the April 25, 2000 and August 29, 2000 meetings were unanimously approved with one correction to the minutes of the August 29, 2000 meeting. The spelling of Anne Emanuel's name was corrected from "Ann Emanuel."

Extension of Benefits
Dr. Willen said that the committee needed to reconsider a motion passed last year by both the Faculty Affairs Committee and the Senate regarding extension of benefits to the domestic partners of faculty. Julie Hotchkiss explained that the motion that was passed at the April 19, 2000 Senate meeting erroneously omitted staff from the policy; she handed out the proposed changes to the policy, which corrected the problem in the three places staff had been omitted. There were no other changes to the policy other than the inclusion of staff. Dr. Willen said that she would make sure the amendment is recorded in the handbook after it passes the Senate and Executive Committee. The amendment was passed unanimously and will be forwarded to the Executive Committee. Dr. Hotchkiss said she would e-mail an electronic copy of the changes to Dr. Willen so that she could forward it to the Executive Committee.

Mentoring Policy for Graduate Students
In the absence of Richard Miller, chair of the Mentoring Subcommittee, Dr. Willen asked Greg Lewis to report. He stated that the subcommittee would be meeting on Wednesday, September 27, 2000, and after the meeting he hoped he would have a final draft to give to the committee so that the policy could be discussed during the October meeting. In the meantime, subcommittee members will be discussing the proposal with graduate students to get their feedback. Marsha Clarkson said there had been positive feedback so far from other groups. She added that the policy has not gone out to Research. It will go out to three committees (Faculty Affairs, Research, APACE) once adequate feedback has been received from students. Dr. Willen asked subcommittee members to help move this process along.

Bookstore
Dr. Willen reported that she, Jim Senn, and Katherine Johnston met with the Bookstore Advisory Committee, an ad hoc committee, which includes representatives from Auxiliary Services (Bonnie Murphy and Kevin Kelly), staff from the bookstore (including the new manager), a student representative from SGA, and Leslie Williams from the Staff Advisory Council. She said she would like for the subcommittee to sit on this Bookstore Advisory Committee, and she recommended that bookstore representatives be invited to faculty meetings so that each side could address specific problems.

The Bookstore’s biggest concern was that GSU is slow in placing book orders for the following year. They only receive about a 15% response from faculty by their April deadline; they don’t get a 70% response until July 31. Dr. Willen reported that Katherine Johnston suggested asking faculty to identify a better date for their book order deadlines. Marian Meyers commented that the faculty is unlikely to meet deadlines due to a number of conflicts, and that the bookstore should work on ways to operate more efficiently within the current system. Pauline Clance commented that in the past the bookstore had not shown any more efficiency with book orders that arrived on time than with those that were placed after the deadline. The bookstore has made an attempt to hire GSU students rather than temp staff, which they hope will add even more communication between all parties.

Dr. Willen said that she and Dr. Senn will be meeting with representatives from the bookstore again in November. At that meeting they should receive statistics from the bookstore on how well they handled the fall semester rush.
Ad Hoc Task Force on the Advancement of Women

No members of the Task Force were present. Dr. Pauline Clance has been appointed by the Provost to implement this report. Dr. Clance explained that though the report had not yet passed through the Senate, the university has begun to implement the “plan of action” items. Members of the ad hoc committee were concerned because similar reports had remained sitting without being implemented. Dr. Clance added that the Senate and Executive Committee are interest in seeing this report along with the policy on minorities that is currently making its way through committees. Marsha Clarkson said that the Executive Committee wants the Faculty Affairs Committee’s endorsement as well as an action plan from the Committee. Dr. Willen said she would make sure everyone received a copy of the report so that an action plan could be discussed at the October meeting.

The Report of the Task Force for the Recruitment and Retention of Minorities Report is not currently this committee’s charge, but Dr. Willen will keep the committee up-to-date on the subject.

Dr. Clance asked for help from the Faculty Affairs Committee with the American Council on Education fellowships and Harvard Workshop on Leadership. Application deadlines are in November. Dr. Clance asked the committee to make recommendations for the applications.

Subcommittee Reports

Non-Tenure Track Faculty
Marsha Clarkson is meeting within the next two weeks with the committee. Her goal is to get accurate numbers on non-tenure track faculty and to poll colleges so that the committee can gain a clear understanding of how these faculty are being used. Once this data has been collected they will check to see if we are in compliance with the Board of Regents guidelines. There was some confusion over which policy is the current one regarding non-tenure track faculty. Charlotte Petrek asked to join this subcommittee.

Benefits Committee
This committee has not yet met. Dr. Willen said that Ted Poister suggested Barbara Carol be invited to the next Faculty Affairs meeting, which is during the open enrollment period. Dr. Willen suggested that the Benefits subcommittee consider retirement benefits and the efficiency of the Human Resources Department as agenda items. Dr. Willen encouraged someone from the committee to volunteer to be a vice chair on this subcommittee.

Charlotte Petrek noted that everyone must specify during the open enrollment period this fall (October 16-November 16) which health plan they would like, else they will default to the new PPO program. She noted the following seminars:
October 20: Benefits Fair
October 24: seminar for all benefits excluding retirement and healthcare
October 25: Seminar in healthcare benefits
October 26: Seminar in retirement benefits

Evaluation of Administrators
This subcommittee has no chair. Dr. Willen will call it to meet and invite Mary Nell Stone to inform the members of issues. There are four major evaluations this year. The subcommittee is responsible for reviewing the instruments of evaluation.

The next meeting for the Faculty Affairs Committee will be Thursday October 19th at 12:00. Dr. Willen adjourned the meeting at approximately 1:10 pm.