Minutes
Faculty Affairs Committee Meeting
December 4, 2002

Members present:  Glenn Abney, Gayle Christian, Pauline Clance, Bonnie Fritz, Hugh Hudson, Marian Meyers, Jean Miller, Jim Senn and Marta White


Bonnie Fritz began the meeting by declaring a quorum.  The minutes of the November meeting were approved.

Bonnie Fritz had heard from several faculty members that the President should be commended for his immediate response to the sexual assaults.  His timely, factual and non-inflammatory email to the University community was well received. Bonnie volunteered to draft a letter of commendation, which she will distribute to the group electronically for comments. Hugh Hudson felt that quite the opposite reaction was evoked by the GSU Police, who, in comments to the Atlanta Journal/Constitution, seemed to blame the victims for the breach in security. Pauline Clance commented that the timely intervention of the Counseling Center offering its services to Village residents immediately after the incident should be publicized to both faculty and staff. Bonnie has plans to invite Marolyn Wells to an upcoming meeting to discuss the increase in the number of students availing themselves of the services of the Counseling Center.

Bonnie Fritz had a request from Katherine Johnson. Katherine asked if she might ask Barbara Carroll to replace her at Faculty Affairs meetings, as she has meeting conflicts that prevent her attendance. Hugh Hudson commented that this was a complex issue, in that, in the past, substitute attendees often did not occupy a position with the same status as the official member. The group voted to allow Katherine to send a substitute, but requested that the substitute should have a broader background in Finance and Administration than Barb Carroll, whose expertise is Human Resources.

On-line Evaluation
Thus far, we have a 29% response rate for on-line evaluations, and this should go up. This 29% is in contrast to the 70 to 90% response rate for pencil and paper evaluations. Glenn Abney reports that, once the results have been obtained, a questionnaire will be distributed to the faculty to determine how the faculty feels about the on-line evaluation process. Glenn will be working with Patti Karst for technical advice on how to implement the faculty survey. A survey of students is also being considered, and an instrument has already been created. It would be extremely helpful to have data on the costs of on-line versus pencil and paper evaluations, but such data is not easy to determine. What the committee will be considering is, if cost were not a consideration, which method would be preferable. Input from the schedulers, and perhaps the business managers, regarding the pros and cons of each method should be obtained. The on-line evaluation team headed up by Cherise Peters has done a very good job, and has been particularly effective in anticipating problems and developing possible solutions in advance. GA Tech, after three years of on-line evaluation, has a 40% response rate. Jim Senn had a concern that a large number of students were not receiving information via email. It was suggested that students are not using their GSU email accounts, but Jim reported that students who are active users of their GSU email were not receiving messages. Glenn will receive the comments of students who completed evaluations, but the problem is that most students did not participate in the process.

Facilities
There was no report. Due to schedule conflicts, Glenn had not been able to attend the last two meetings.

Bonnie Fritz announced that Hugh Hudson is now serving on the Enrollment Management Group. This Group is comprised of the heads of many different functional areas. Its mission is to suggest improvements that will result in increased recruitment, retention, and graduation rates. Bill Fritz chairs this committee.

Evaluation of Administrators
Hugh Hudson reported that this committee has been reacting to ongoing changes in reporting structures. The major focus has been on the VP Research position, which is completed.
Non-Tenure Track
The Board of Regents, as of August, 2002, now requires institutions to come up with a policy/procedure for the promotion of lecturer to senior lecturer. Institutions may not allow such promotions until the policy/procedure is in place. The goal of this committee is to have the policy/procedure completed by the end of the academic year. Arts and Sciences is working on a draft, which can be used as a springboard.

Action Plan
The University’s Action Plan will be coming before the Senate on December 4th. Jim Senn inquired about the reference to the teaching lab of page 17 of the handout. The group believed that the teaching lab referred to is actually the science lab. Bonnie Fritz asked if anyone had anything to add to the Plan. Jim Senn pointed out that since the Board of Regents will build buildings but will no longer buy land, perhaps a campaign to get money through the naming of buildings might be in order. The group agreed to incorporate this suggestion into Priority 3.2.6 under its own heading. Hugh Hudson volunteered to bring this “friendly amendment” up at the Senate meeting.

Bookstore
Two years ago the Bookstore Committee met with Auxiliary Services and the Bookstore management to discuss the need for performance data. The Bookstore Committee recommended that the Bookstore report on title reorders due to faculty error and on reorders. Current Bookstore data show that title reorders are at 1% and reorders are at 6% (under 10% is good, according to industry standards). It seems that the fact that Oasis was being replaced was not taken into consideration for book ordering. IS&T, without consulting either Auxiliary Services or users, built a system, which has many problems, such as the fact that order confirmation is still a paper process. Another problem is that Auxiliary Services relies on the Bookstore to communicate information to secondary bookstores. This communication was formerly the responsibility of Auxiliary Services, and it is now not working as well as it should. Other problems need to be addressed as well, such as difficulty of reaching the textbook manager, untrained floor personnel and improper shelf placement. Jim will be reporting on these problems to the Bookstore management.

Advancement of Women
Bonnie Fritz distributed a handout detailing the “friendly amendments” suggested by the Executive Committee. The policy, incorporating the “friendly amendments” will be presented to the Senate on December 4th by MaryAnn Romski. The intent of this policy is twofold:
1.) to acknowledge GSU’s progress and leadership in this area, and 2.) to put a formal structure in place to prevent backsliding (Pauline Clance will serve as the watchdog for backsliding). Pauline pointed out that it has been hard to get the data from the Office of Institutional Research, and that the action plan is to obtain this data in a timely fashion.
**Benefits**
The committee is re-doing domestic partners benefits to incorporate the suggestions made at the last meeting. Word has been received that FASA will not be outsourced. FASA may be operated in conjunction with or in proximity to the Counseling Center, but no firm decisions have been made. ORP is stuck, with no response from the Board of Regents. We are watching the house resolution to offer wider investment options. The danger is that “sweetheart” deals may result, favoring certain political constituents, which may or may not yield sound investments. Hugh Hudson is meeting with a lobbyist, and he requests that any detail be sent to him. Glenn Abney suggested that the Association of Retired Educators be contacted, as this group monitors the retirement plan. For whatever reason, the Provost was unable to have a member of Faculty Affairs serve on the Board of Regents’ committee. Cherian Thachenkary will be back next semester.

**Faculty Development**
The committee has been re-doing the Disruptive Students policy. The Executive Committee pointed out flaws in the policy, such as unclear procedures and dicey timing. A chart detailing the procedure is necessary, as is a method of quantifying the severity of the infraction and type of punishment. Once these changes are made, a draft will be distributed by email for comments.

Alternate Dispute: Bonnie Fritz and Pauline Clance will meet as mandated by Board policy. Pauline believes that Donna Williams and Valerie Fennell are handling this, and that it may be as simple as getting a report from them. Pauline will check with Donna and Valerie, and she will also check with the liaison at the Board.

**Subcommittee List**
The handout detailing the list of subcommittees was reviewed. The Harassment and Appeals subcommittee, chaired by Marian Meyers, has been inactive, but it needs to be updated to reflect recent legislative changes. The existing policy is not a bad policy, it just needs to be updated to protect the University from liability. Marian will try to find the last revision of the sexual harassment policy and send a copy to Bonnie Fritz. Bonnie suggested a goal of sending the revised policy to the Senate for the last meeting of Spring.

The Conflict of Interest subcommittee is inactive.

The Faculty Development Committee will break out Salary Equity, Childcare and Disruptive Students as further subcommittees.

The Intellectual Property subcommittee is about to go inactive.

Advancement of Women will soon be inactive.

There being no further business, the meeting adjourned at 2:22.