Faculty Affairs Committee  
September 18, 2003


Absent: Shelby Frost, Ron Henry, Ralph LaRossa, Linda Nelson, Lloyd Nigro, Jerry Rackliffe, Armenia Williams

The meeting began with a motion to approve the minutes of the August 28, 2003 meeting. The year of the date of the meeting was corrected to 2003. Cherian Thachenkary advised the committee that the minutes were posted on the web and that committee members should make sure they are still in agreement as quoted and recorded in the minutes. The minutes were approved as amended.

Dorothy Roberts gave the update on Human Resources and Health Care benefits for Barbara Carroll. The Health Care Benefit period will be open October 14-November 14 and there some major plan design changes.
1. GSU will be going from a three-tier to a four-tier medical and dental health plan with rate differences (employee, employee + child, employee + spouse, and employee + family)
2. Faculty and staff who missed the enrollment eligibility when they were first hired will have an opportunity to sign up for the Board of Regents dental plan during this year’s enrollment period.
3. Kaiser HMO is adding a new standard health care plan feature that is on the same level as a PPO and would have deductibles and copays. The current plan is referred as a premium plan.
4. The IRS relaxed its rules and after September 3, the Flexible Spending Account will allow the claim of over the counter medications for allergies and pain medications.

Dorothy also reported that the health care plans will have a rate increase, but the BOR Dental plan will not have a rate increase.

In response to a question regarding the status of partner’s benefits, a motion was called, seconded and approved to consult with the Executive Committee to see where the request is from the Committee that the President take up the issue of partner’s benefits with the Board of Regents along with the other system units.

Cherian announced that Margo Brinton was chosen as a volunteer on the Provost Strategic Plan Committee. There is still an open slot on the Parking Subcommittee of Auxiliary Services and it has to go to someone with full faculty rank. Auxiliary Services affect parking, travel services and this is an opportunity to have faculty say and representation on the committee. Interested persons should email Cherian.
Jim Senn agreed to continue on the Bookstore Subcommittee.
Congratulations to Hugh Hudson for being elected to FACP. Hugh was one of two elected from the floor from the Council of Chairs. The other person was Fred Jacobs.
Dick Miller was elected Vice Chair for Faculty Affairs.

Previously it had been decided to minimize the workload of the recorder for Faculty Affairs, Bettijean Yergens, by having committee members download their own attachments and bring to committee meetings for discussion. Due to the fact that the memberships/chairs list was not available for discussion, Cherian asked if it was the wishes of the committee, to have BJ make extra copies of documents available for meetings. The Committee asked that material for discussions at meetings be attached to the announcement of meetings.

Cherian asked that the committee members go back to their emails and look at the membership/chairs list and email BJ, (cc Cherian) whether to strike and/or add their names to a committee. BJ will resend the list to the committee members.

Hugh Hudson reported on the evaluation instrument for the Associate Provost for Undergraduate Studies. He reiterated this is the first evaluation for the Associate Provost for Undergraduate Studies. He reviewed the information in the document and noted that under organizational matters, there was a separate item for student information systems in an effort to not lump GoSolar and Registrar together. The committee approved the instrument and it will go to Mary Nell Stone in the Senate Office to present to Bill Fritz. The instrument does not have to go before the full Senate. Hugh stated the Subcommittee would look at the Dean’s evaluation instrument next and hope to bring it before this committee by next spring.

After some discussion and in response to an email from Joan Carson to include wording to the Administrator Evaluation Form of Deans and the Provost to evaluate their responsiveness to action plan commitments, the Committee approved the following motion:

Faculty Affairs will craft a statement that addresses resource allocation that identifies the item as Provost-approved, program review, and departmental self study action plans.

Hugh reported Mary Nell had already sent out the evaluation form to deans already under evaluation, but will try to get the new statement in the next cycle.

Glen Abney reported on the Online Evaluation Subcommittee and distributed an historical overview and the comparison of the response rate to bring the committee up to date. Concern was expressed regarding the chart comparing the online responses to the paper response were not complete, as it did not contain the paper data.

Intense discussion ensued regarding the validity of the data, comparing the Summer process with Fall and Spring, and the significant changes that the process no longer cut off at the end of class, students had up to two weeks to do the evaluation and students couldn’t see their grades without either selecting not to do the online evaluation or completing at least one question. Some committee members would also like to get statistical data on the evaluation results.
comparing when the evaluations were done before the end of class and those after.

At the beginning of spring, Faculty Affairs will be asked to make a recommendation on the evaluation process. Dr. Abney presented the motion

   “Therefore, the University should for fall semester utilize both in-class and on-line evaluations following the implementation procedure used in summer with the exception that the on-line evaluation process should start at the same time as the in-class evaluations.”

The question was called and the motion approved.

Harry Dangel presented updates to the Faculty Handbook regarding student evaluation of faculty. The handbook still has references to quarters instead of semesters and Harry asked for guidance in clarifying the intent of the language resulting in substantive changes. This issue will be sent to the Evaluations Committee to propose a recommendation for a policy on the frequency of evaluations. Jim Senn asked that the subcommittee note that a number of faculty teach one term, and the number could not tie to term since there are minimesters and three weeks terms. Consensus seem to be all courses, every term.

Hugh tabled the discussion on the senior lecture policy until the next meeting. Hugh will email the committee a copy of his proposal.

Cherian reported that in response to an inquiry from Margo Brinton, the Research Program Committee would be sending a motion through recommending some support for program committees hosting professional conferences.

Agenda item for the next meeting should be sent to Cherian via email (DSCCST@langate.gsu.edu).

The next meeting is October 16, 2003.