Minutes
Faculty Affairs Committee of the Senate Meeting
February 9, 2006

Members present: Peggy Albers, Hiram Barksdale, Pam Barr, Cathy Brack, Fred Brooks, Harry Dangel, Cheryl Delk, Dabney Dixon, Gerald Gay, Cece Grindel, Hugh Hudson, Beth Jones for Jerry Rackliff, Rick Lakes, Charlotte Petrek, Wayne Reed, Christine Roch, James Senn, and Tammy Sugarman

Guest: Wade Douglas, University Bookstore Director

The meeting began with the approval of the minutes of the January meeting.

NTT Governance
Shelby Frost could not attend today’s meeting, but Tammy Sugarman gave a subcommittee status report. The Executive Committee of the Senate asked this subcommittee to make a recommendation on the rights of visiting faculty. The subcommittee’s recommendation to Faculty Affairs is that visiting faculty have no voting rights on:

1. Promotion/tenure
2. Curriculum
3. Hiring

Gerry Gay asked that the term curriculum be defined. After discussion, it was determined that curriculum means course of study. Jim Senn asked why the colleges could not make such determinations. Cathy Brack, also on the subcommittee, said that the Provost wanted a University-level policy to ensure consistency between the colleges. The group did not believe that visiting faculty should be limited from participating in curriculum decisions. The proposed subcommittee recommendation was amended as follows:

Visiting faculty shall have no voting rights on either promotion/tenure or hiring of faculty. All other voting rights shall be assigned at the college/department level.

Bookstore Issues
Wayne Reed explained that, in the past, there had been a Bookstore Advisory Committee. This committee did not meet during the lengthy process of selecting a bookstore vendor. The decision was made to continue with Follett. Now, according to Wayne, it is time to again activate the Bookstore Advisory Committee to include the textbook coordinators from the colleges. Faculty Affairs has always had a representative on this committee, but Wayne would like to see more faculty representation on the committee.

Wade Douglas explained that the Bookstore orders only what is communicated to order. It does not order what the Bookstore thinks would be best. Wade encouraged faculty to check their course(s) on the website at www.gsu.bkstr.com before the term begins to verify that the information is correct. The Bookstore hosts faculty appreciation days, however, the majority of the faculty do not participate. A course list printout is sent to every textbook coordinator two to three weeks before the term begins, including the quantity ordered. This term the Bookstore ordered 2700 unique titles for 6296 courses. 42%, or 1160 titles, were late adoptions after Oct. 18. An additional 60 titles, 21%, were late adoptions after December 16. Wade addressed the April deadline for Fall adoptions by pointing out that in order to be able to pay students for used books, the Bookstore must know if the book will be utilized in the next term. If a book is going to be used in the following term, the Bookstore is able to offer the student selling the book 50% of the new book price. Interestingly, only 41% of enrolled students buy their books at the Bookstore. Wade encouraged faculty to give the book information to the Georgia State University Bookstore and not to its competitors, because students with book vouchers from pending financial aid can only use the vouchers at the GSU Bookstore.

Enrollment Services Issues
There have recently been issues involving the need for students to be added to a class once census has been reported, which is forbidden by the Office of the Registrar. Another issue in this area comes from a lack of communication when students and faculty do not know when a student has been dropped. Cece will look into how to resolve some of these issues with Bill Fritz. Hugh Hudson volunteered to participate also.

**Course Scheduling**
Fred Brooks brought an issue to the group to see if anyone might be willing to support a proposal from one his colleagues that would allow 2 ½ hour *(three credit hour) graduate classes to meet one day per week in the mornings Mondays through Fridays. The group felt that requesting a change in the clock schedule might not be wise, as the BOR has already found fault with Georgia State University’s classroom underutilization. The group also felt that the scheduling of classrooms for special events should be reexamined. Harry Dangel agreed to take the group’s concerns to Edgar Torbert’s group, which oversees classroom maintenance. Cece will also look into other avenues for addressing the group’s concerns.

**Revision to Faculty Handbook**
The section of the GSU Faculty Handbook which addresses stopping the tenure clock for childbirth/adoption is not congruent with BOR policy. According to BOR policy, in order for the tenure clock to be stopped for childbirth or adoption, the TT faculty member must have requested and been granted a leave of absence. The GSU policy makes no mention of requiring a leave. Harry will draft a proposed change to the Faculty Handbook, which he will present at the next meeting.

**PT Instructor Handbook**
Charlotte Petrek reported that there is a group of human resources coordinators which has been tasked with the revision of this document. The PT Instructor Handbook was originally a product of the Faculty Affairs Committee. Charlotte was concerned that there were no faculty members involved in the revision. Cece will report on this at the next meeting.

**Old Business**
Harry Dangel announced that the Teaching Evaluation Committee has met. Regarding the online evaluations, there are six common items asked by each college on their evaluations. It might be wise to look into additional common items, such as those that show up on national surveys. For the next meeting, Harry will highlight some of the questions we might wish to consider standardizing between colleges.

There is some confusion as to whether or not the rating scale in RCB is the reverse of the rating scale used by the other colleges. If there is a different rating scale, it would be problematic now that students fill out more than one evaluation at a time and may confuse the grading scales.

The fact that faculty receive their evaluation information after the next term has started will be considered. Harry reported that only 3.5 to 4% of the evaluations are completed in the last week of the evaluation period. Information has been requested to determine whether these final scores were higher or lower than those recorded at other times during the evaluation period.

Harry also asked if there should be some policy about how evaluations are to be weighted in the case of teaching a new course or a changed course.