Faculty Affairs Committee Meeting  
Thursday, December 13, 2007  
1-3 p.m. Manners Room, RCB

Minutes

Present:  
Hassan Babaie, Cathy Brack, Dean Dabney, Cheryl Delk,  
Shelby Frost, MaryAnne Gaunt, Lynda Goodfellow, Cece Grindel,  
Beth Jones, Guy Leach, Peter Lindsay, Jerry Rackliffe, Ruth Stanford  
and Shatanese Reese (Guest)

Call to Order:  
C. Grindel called the meeting to order at 1:00 pm.

Minutes of November 14:  
The minutes of November 14 were approved.

Evaluation Sub-Committee Proposal:

P. Lindsay informed the group that the proposal had been  
revised and passed out handouts showing the changes.  
They were:

- Proposal for timing of Student Evaluation of Instructors, that the deadline for student evaluations be five (5) days from after grades are available to students via GoSolar and that the results be made available to instructors within three days of that deadline.

- Proposed addition to Section 311.02 of the Faculty Handbook to read “in the interest of enhancing the value of student course evaluations students should receive final course grades from the official University source (GoSolar), and not from the course website.

- Proposed addition to Section 401.01 of the Faculty Handbook. All syllabi should include the following statement: “Your constructive assessment of this course plays an indispensable role in shaping undergraduate and graduate education at GSU. Upon completing the course, please take a few minutes to complete the online course evaluation.”

During discussion C. Delk suggested that the phrase "please take a few minutes" be changed to "please take the time."  
The committee approved all three (3) proposals with the recommended change.

C. Grindel asked P. Lindsay to send her electronic copies of the proposals for forwarding to P. Alberto, Chair of the Executive Team. Upon approval by the Executive Committee they will be submitted to the Senate for its approval.

C. Grindel will also check with M. Finn to inquire about including the proposed changes in the Faculty Handbook.
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<th>Topic</th>
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<td><strong>Update Student Code of Conduct:</strong></td>
<td>C. Delk informed the committee that the task force met. Changes to be made are: ○ add &quot;and other course related learning environment&quot; to the existing term &quot;disruptive student in the classroom or other existing learning environment&quot; in students and faculty handbooks. ○ change the title of &quot;amorous relationships policy&quot; to &quot;potential conflict of interests in amorous relationships policy&quot; to match what's in the students' handbook. The Faculty Affairs Committee approved the changes as noted above.</td>
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<td><strong>Duty to Report Criminal Charges:</strong></td>
<td>C. Grindel passed out an amended statement on this subject. The statement was approved by the Committee. C. Grindel will send the statement to P. Alberto and the Executive Committee as well as to the staff committee for inclusion in the Staff Handbook.</td>
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<td><strong>Hooding at Graduation:</strong></td>
<td>C. Brack updated the committee that the Executive Committee discussed the subject of faculty hooding only some of their PHD students and not all those they graduated as was suggested by the commencement committee. The Executive Committee decided that was unsatisfactory. That suggestion has been removed from the commencement committee's website and faculty can now hood all their graduating PhD students.</td>
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<td><strong>Update: Criminal Background Checks:</strong></td>
<td>C. Grindel informed the group that policy was approved by the Senate.</td>
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<td><strong>Career Ladders for Academic Professionals:</strong></td>
<td>C. Grindel told the FAC that committee would meet next week or early 2008 once she confirms with other members. She asked for any information from other institutions that have such a policy in place which would be useful. C. Brack said she could provide some useful information from an other institution.</td>
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<td><strong>Update: Revision of Dean Evaluation Forms:</strong></td>
<td>H. Babaie told the committee that Task Force was moving forward.</td>
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<td><strong>Update: Posting of Maymester Grades:</strong></td>
<td>C. Grindel informed the committee that she was still waiting to hear from the registrar on this issue. She will follow-up with an urgent email.</td>
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<td><strong>Follow-up: 307.06 Limitation on Tenure-Eligible Service:</strong></td>
<td>This matter was deferred as M. White was not present to give the update.</td>
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<td><strong>Annual Report of the Faculty Ombudsperson:</strong></td>
<td>C. Grindel asked the committee to read the report and note comments/revisions for submission to V. Fennell.</td>
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<td><strong>Update: SGA Request for Faculty Evaluations:</strong></td>
<td>C. Grindel said that she had not received a definite answer as yet regarding making the six faculty evaluation items, discussed at last</td>
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month’s meeting, available to students and at the same time preventing them from being publicized. D. Dabney suggested that C. Grindel contact D. Dixon about the possibility of putting the evaluations on the intranet.

Administrator Evaluations:
C. Grindel said this issue is on hold until the changes are made to the Evaluations.

Development of a Template:

Family Medical Leave:
This issue was deferred until further information from B. Jones.

Adjournment:
C. Grindel wished the committee happy holidays and the meeting was adjourned at 2:15 p.m.