

Minutes for Regular Meeting of Faculty and Institutional Affairs Committee

Thursday, October 17, 2002

3:30 PM, Room 251

Chavis University Center

Present: Bill Gash, Kay McClanahan, Liz Normandy, Jesse Peters, John Reissner, Sara Simmons (Chair of Faculty Development and welfare Subcommittee), Glen Burnette, Neil Hawk, Dennis Edgell

Absent: Beth Maisonpierre, Velinda Worix (Chair of Faculty Evaluation Review Subcommittee)

Guests: Chancellor Allen Meadors, Holden Hansen (Chair of Faculty Awards Committee)

1. **Call to Order/Roll Call.** The meeting was called to order at 3:35 by Liz Normandy (filling in for the chair). Minutes were taken by Jesse Peters.

2. **Approval of Minutes.** The minutes of the September 19th meeting were approved.

3. **Approval of Agenda.** The agenda for the October 17th meeting was approved.

4. Reports from Administrators.

A. Associate Provost and Vice Chancellor for Academic Affairs: Bill Gash had no official report at this time.

B. Vice Chancellor for Business Affairs: Neil Hawk reported that his office was working on addressing issues related to the new budget. He opened the floor for questions, and there were none.

C. Vice Chancellor for Advancement: Glen Burnette passed out a report from his office detailing the current status of fundraising, Chancellor Club memberships, gifts/contributions, and scholarships. The report also mentions that the Office of Advancement has adopted the institutional advancement model that integrates the three mainline functional areas (development, alumni relations, and university relations) under one office of the university. This model will enable these three external relations units to work together and in tandem. There are also four new hires in the Office of Advancement: 1) Tom Griffin, formerly a major gifts officer, will now serve as Director of Development, 2) Teresa Oxendine, formerly Director of Alumni Relations, will now serve as Director of Donor Relations, 3) Lorna McNeill has been named Director of Alumni Relations, 4) Amber Ranch has been named Director of Corporate and Foundation Relations. Glen Burnette also pointed out that each school has a contact person from his office: he serves as the contact for the School of Business, Tom Griffin for the Graduate School, Teresa Oxendine for the School of

Education, and Amber Ranch for the school of Arts and Sciences. He pointed out that the policies and procedures were posted on the website in a systematic effort to prioritize fundraising. Liz Normandy asked if the scholarships were declining because of the economy, and the answer was yes, UNCP has about half the scholarship funds available last year. The office of Advancement is looking at increasing the endowment level for scholarships.

5. Reports from Subcommittees.

- A. Liz Normandy reported for Velinda Worix (Chair of Faculty Evaluation Review Subcommittee). The committee has tabled discussion of two issues until November's meeting: student evaluation of instructors and flow of materials during the tenure and promotion procedure.

- B. Sara Simmons (Chair of Faculty Development and welfare Subcommittee) reported that the minutes from the last meeting would be posted on the web soon. The committee met on September 12th and discussed parking issues and is developing possible resolutions. They also addressed the following issues: 1) the need for more faculty locker space in the Jones building 2) possibility of using student fees for raises 3) possibility of using travel funds for other types of research material (Roger Killian will attend the next meeting to address this particular issue). The agenda for the next meeting includes discussion of faculty teaching overloads and clarification for course reduction when teaching a graduate course.

6. Old Business.

- A. The issue of evaluating and possibly revising the procedure for faculty evaluations of administrators was re-opened. Liz Normandy asked Chancellor Meadors to speak for a few minutes to give the committee an idea of how the current procedure works and how he makes use of the completed evaluations. Chancellor Meadors said that he thought the low response rate from faculty probably had something to do with the lack of contact many of the faculty have with administrators. Since there is a low response rate and a lack of accountability (because they are anonymous), he finds the evaluations difficult to use. He does read them and look at the trends they may represent, and he discusses them with the administrators under him. However, he would like to see a different method of administering the evaluations. Liz Normandy asked if he had an idea of how other institutions handle this type of evaluation. The Chancellor said that some did not do it at all, and many ask the faculty to evaluate divisions of the university rather than particular administrators. He feels that what is really important is what people think the university is doing as a whole rather than individually. John Reissner pointed out that under a divisional evaluation model, there could still be room for individual comments.

- B. The floor was opened for discussion on the proposal from the Promotion and Tenure Committee for adding a section to the faculty handbook that would allow new faculty to be hired with tenure in special cases. After some discussion, the issue was tabled until the next meeting

7. **New Business.**

Holden Hansen (Chair of Faculty Awards Committee) explained a problem that has arisen concerning the nomination of some faculty for awards during the last two years. For the last three years, there has been a checklist at the bottom of faculty evaluations that allowed the chair to nominate faculty for awards. In the last two academic years, those nominations never made their way to the Awards Committee; thus 21 faculty nominated for 25 awards were never considered. The Faculty senate asked Holden Hansen to discuss this issue with the university attorney and to bring it before this committee. He reported that the attorney said that any legal liability was minimal. The awards committee plans to automatically nominate those people who were nominated but not considered during the last two years for this year's awards. After some discussion, Kay McClanahan moved that the committee endorse the plan Holden Hansen laid out. The motion was seconded by John Reissner and the motioned passed unanimously.

8. **Announcements.** There were no announcements at this time.

9. The meeting was adjourned at 4:50 PM.

The next meeting is November 21 at 3:30 PM in room 251, Chavis University Center.

Jesse Peters, Secretary in Rotation

Beth Maisonpierre, Chair, Faculty and Institutional Affairs