

Faculty and Institutional Affairs Committee
Minutes
Thursday October 2, 2003
3:30 pm Dial Humanities Building, AV Theatre

Members present: Dennis Edgell, Deok-Hyun Hwang, Kay McClanahan (Chair), Jean Sexton, Susan Whitt (Chair of Faculty Development and Welfare Subcommittee), Libby Denny (Chair of Faculty Evaluation Review Subcommittee), Sandy Waterkotte (Vice Chancellor for Advancement), Neil Hawk (Vice Chancellor for Business Affairs)

Members excused: Cherry Beasley, Liz Normandy, Bill Gash (Associate Vice Chancellor for Academic Affairs)

Members absent: Michael Spivey

1. Call to Order: Kay McClanahan called the meeting to order at 3:35 p.m.
2. Approval of the Minutes from April 17, 2003: The minutes were approved.
3. Approval of the Agenda: The agenda was approved as distributed.
4. Reports from Administrators
 - A. Associate Vice Chancellor for Academic Affairs: There was no report.
 - B. Vice Chancellor for Business Affairs: Neil Hawk reported on the academic building process. UNCP has \$7 million for a new academic building. A designer has been approved. The planning process is now ready to start with selection of a site as part of that process. Repair money may become available with the state having set aside \$300 million for that purpose.
 - C. Vice Chancellor for Advancement: Sandy Waterkotte, having recently assumed the position, had no report but assured the committee that she is eager to work with faculty on matters related to advancement.
5. Reports from Subcommittees
 - A. Faculty Development and Welfare: Susan Whitt brought forth the following motions:
 1. On the day of the performance, UNC Pembroke faculty and staff who present University identification will be admitted to the Distinguished Speaker Series without charge and as seating availability permits.
This motion passed unanimously and will be taken to the Faculty Senate at its November meeting.
 2. Additional parking spaces in Lot #14 change designation to Faculty/Staff.
Returned to committee since new parking is available.

3. Vehicles displaying a Faculty/Staff parking permit can park in parking lots designated as commuter student parking without penalty.
2 for, 2 against, 1 abstain, tie broken by chair, **returned to committee** with the suggestion to consult Larry Rodgers since he is the chair of the Traffic Control Board.

B. Faculty Evaluation Review: Libby Denny reported that the subcommittee is continuing consideration of the Student Evaluation of Instruction form, standardization of portfolio materials submitted for promotion and tenure, and clarifying the time line to be followed when applying for promotion. In addition, the need for hard copies of the Faculty Handbook for members of the subcommittee was mentioned.

6. New business: Information about the Dispute Resolution Implementation was distributed.
7. Announcements: The next meeting will be Thursday, October 30, 2003 in the University Center Rm. 251.
8. Adjournment: the meeting was adjourned at 4:45 pm.

Respectfully submitted,

Jean Sexton, Secretary
Kay McClanahan, Chair