

**Faculty and Institutional Affairs Committee**  
**Minutes**  
**Thursday January 15, 2004**  
**3:30 pm**  
**251 Chavis University Center**

**Members present:** Dennis Edgell, Deok-Hyun Hwang, Kay McClanahan (Chair), Liz Normandy, Jean Sexton, Michael Spivey, 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, Bill Gash (Associate Vice Chancellor for Academic Affairs)

- 1. Call to Order:** Kay McClanahan called the meeting to order at 3:32 p.m.
- 2. Approval of the Agenda:** The agenda was approved as distributed.
- 3. Approval of the Minutes of November 20, 2003:** The minutes were approved. It was noted that amendments to minutes should be shown in the minutes of the following meeting.

**4. Reports from Administrators**

**A. Associate Vice Chancellor for Academic Affairs:** Bill Gash was unable to attend the meeting.

**B. Vice Chancellor for Business Affairs:** Neil Hawk reported that \$9.5 million in "bonds" were sold at a good price to pay off the developers of the University Village Apartments and to build two more buildings; there will be a \$300 increase in tuition; there will be a \$35 increase in student fees; there will be a 2% increase across the board; the facilities master plan will be updated, with completion planned for June or July 2004; the next new building will be a Social Sciences building; renovations are proceeding on Locklear and Moore Halls; and work on Dial began on January 5. The renovation started with the removal of the dry wall and insulation around exterior walls. Its windows need to be replaced. State construction and the Dept. of Public Health will review with the University what needs to be done.

**C. Vice Chancellor for Advancement:** Sandy Waterkotte reported that there are three filled positions in her area and two open positions. The open positions are the Director of Communications, Corporate and Foundation Relations and the Annual Fund and the Director of Major and

Planned Giving. These two positions may have a great impact on providing funding of interest to faculty. Fund raising from alumni has been given to a national vendor so that all alumni can be reached. Currently, 11% of alumni donate. It is hoped that this percentage can be raised to 20%. It is also hoped that more faculty will support the University financially, although this is difficult to promote due to the lack of pay raises. However, donations to organizations such as the Friends of the Library count as participation.

**5. UNCP Policy on Administrative Separations and Retreats to Faculty Positions.** This policy is based on The Policy Manual of The University of North Carolina and addresses both voluntary and involuntary relinquishment of duties by a Senior Academic and Administrative Officer. Passed for recommendation to the Senate.

## **6. Reports from Subcommittees**

**A. Faculty Development and Welfare:** Susan Whitt reported the subcommittee is still exploring faculty workload and reassigned time. While sabbaticals are not legal in North Carolina, other UNC campuses seem to be providing funding from non-state moneys in order to provide similar leave. They are still investigating this issue.

**B. Faculty Evaluation Review:** Libby Denny reported that David Zeigler is continuing to work on the problem of inconsistencies in the evaluation process and responsibilities. The subcommittee will be looking at the evaluation timeline for the new initial two- and three-year contract faculty with Libby Denny presenting a draft for the committee's consideration. The promotion timeline will be discussed when the new contract timeline is completed. As requested by FIAC, the issue of evaluation of distance learning and on-line courses has been undertaken with Dr. Collie Coleman attending the December meeting. This will be pursued after more urgent matters are completed.

## **7. Old business:**

Report from the Senate meeting of December 3: The changes to the Student Evaluation of Instruction form and the Faculty Dispute Resolution were passed without concern.

**8. New business:** There was no new business.

## **9. Announcements:**

The next meeting will be Thursday, February 19, 2004, at 3:30 pm in the University Center Rm. 251.

The next Faculty Forum is scheduled for January 26, 2004.

**10. Adjournment:** The meeting was adjourned at 4:30 pm.

Respectfully submitted,

Jean Sexton, Secretary  
Kay McClanahan, Chair