

**Faculty and Institutional Affairs Committee**  
**Minutes**  
**Thursday October 21, 2004**  
**3:30 pm**  
**251 Chavis University Center**

Members present: Andy Ash, Nancy Barrineau, Betty Brown, Dennis Edgell, Libby Denny, Kay McClanahan (Chair), Jean Sexton, Susan Whitt (Chair of Faculty Development and Welfare Subcommittee), Deb Preston for Rick Crandell (Chair of Faculty Evaluation Review Subcommittee)

Members excused: Neil Hawk (Vice Chancellor for Business Affairs)

Members absent: Sandy Waterkotte (Vice Chancellor for Advancement), Bill Gash (Associate Vice Chancellor for Academic Affairs)

- I. Call to Order: The meeting was called to order at 3:32
- II. Approval of the Agenda: The agenda was approved as distributed.
- III. Approval of the Minutes of the September 16, 2004 meeting: The minutes were approved as distributed.
- IV. Reports from Administrators – There were no reports.
- V. Reports from Subcommittees
  - A. Faculty Development and Welfare
    1. They reviewed what was done last year. Some concerns about communication were expressed due to the number of ad hoc committees formed to study issues originally examined by that committee. It was suggested that someone from FDW may want to be in contact with the ad hoc committee and that nothing precludes the FDW from examining new projects.
    2. They are planning to examine re-assigned time due to faculty directed studies activities.
  - B. Faculty Evaluation Review
    1. They are planning to investigate what should be in the Promotion/Tenure portfolio. This would involve looking at the process and reconciling the language in the Faculty Handbook with what actually happens.
    2. Collie Coleman discussed online courses and online course evaluations. It has been noted that there will be some lack of parallelism between evaluations for online courses and courses taught face-to-face. There is a question of who has access to the evaluations.
    3. A future problem may be that Distance Education personnel would like to have input into faculty selection for teaching online courses. It was decided that a

priority for the FER should be to examine who can decide which faculty members can teach and what criteria are used to determine which faculty members will be involved.

VI. Old Business.

A. Faculty raise information: The following motion was made:

The Senate recommends to the administration that information on salary increases be disseminated to the faculty at the first General Faculty meeting in the fall. The information should explain the mechanisms by which salary decisions will be made (including any directives from the state legislature) and a time frame for the process. The salary letters announcing increases should also state the percentage of increase broken down by merit and equity.

**Passed** unanimously.

B. Parking: This continues to be an issue.

C. Domestic partners: Four universities have domestic partner language in leave policies.

VI. New Business: Salaries for summer teaching: The following motion was made:

The Senate recommends that remuneration for teaching a three-hour summer course be made on the basis of one-eighth of a faculty member's annual salary.

**Passed** unanimously.

VII. Announcement: Next Meeting – Thursday, November 18, 2004.

VIII. Adjournment: The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Jean Sexton, Secretary

Kay McClanahan, Chair