Minutes
Faculty Affairs Committee Meeting
March 21, 2017 | 3:00 p.m. – 4:05 p.m. | 25 Park Place, Room 1618

Members Present

Charles Fox  James Ainsworth  Jack Williams
Wendy Hensel  Maria Gindhart  Sarah Pallas
Lisa Casanova  Robert King  Kavita Pandit
Kathryn Kozaitis  Jennifer Jones  George Rainbolt
Harry Dangel  Laura Lohman  Jelena Subotic
Shelby Frost  Susan Richmond  Elizabeth West
Gerald Gay  Kathryn McClymond
Linda Harned  Gregory Moore

Visitors Present

Associate Provost for Graduate Programs - Lisa Armistead
Vice President for Student Success - Allison Calhoun-Brown

The meeting was called to order at 3:00 p.m. by the committee chair, Kathryn McClymond.

The committee approved the minutes from the February 14th meeting.

Guests: Lisa Armistead and Allison Calhoun-Brown:

- Presented on proposed changes to clock schedule to help address Atlanta campus students being heavily clustered into peak time periods and classrooms being underutilized at other times. To provide more options for class times, new slots have been added on certain days and times. Overlaps between slots have been eliminated. One-day and 2-day-a-week time slots have been added. Some 3-day-a-week time slots have been removed due to information indicating relative lack of popularity. The goal is to implement a new clock schedule in Fall 2018.
- Data will be gathered for Perimeter Campuses. Questions aired about Perimeter Campus timeline, possible impact on back-to-back final exams, departments’ establishment of certain periods where no faculty teach, and possibility of faculty being required to teach Saturday classes.
- CourseLeaf software is being purchased to help chairs identify conflicts between courses and underutilized times beginning with Fall 2018 schedule. (see attachment). Discussion, feedback requested by April 1, 2017.

George Rainbolt (Administrator Evaluations):

- Presentation of proposed language regarding Associate Dean evaluations (see attachment). FAC voted to submit draft to Statutes and Bylaws. The motion to handle the Associate Dean evaluation at the college level, consistent with practice in some colleges. The motion reflects feedback received from Deans. The evaluation of chairs would also
be modified so they are evaluated by staff, in addition to faculty. The motion will not
address Assistant Deans; that role is handled in widely varied ways across colleges with
some Assistant Deans are faculty and some are staff. MSP unanimously.

Robert King (General Policies subcommittee) and Associate Dean Wendy Hensel:
- Presentation of draft of revised Georgia State University P&T Manual for TT Faculty
  (see attachment). Hensel reviewed the process and history of revision; there are no
  substantive changes to the standards. The second part addresses the Perimeter campuses.
  Lyons reviewed how changes to BOR policy enable this two-part approach to the

Kavita Pandit (Associate Provost for Faculty Affairs):
- Presentation of draft of revised Georgia State University Handbook. She clarified that the
  revised handbook will a compilation of existing resources to assist faculty, including but
  not limited to policies. As a compilation of existing resources, the revised handbook will
  not need Senate approval but will be updated in a continuous fashion as individual
  policies are created, revised, and approved by the Senate.

Committee reports:
 Administrative Evaluations: George Rainbolt – No additional reports
 - Addressed a question that had been raised about equity between campuses related
to the value of 2-credit courses in Area B towards a faculty member’s workload.
  Review showed that at the downtown campus, a faculty member's overall
teaching portfolio is assessed, rather than individual courses being given specific
values. Department implementation of the workload policy is being reviewed
within the College of Arts & Sciences to ensure that what is outlines in policy is
in fact being implemented.

Equity: Maria Gindhart – Perimeter College workload question

Human Resources/Benefits: McClymond for Russel White – no report

SEI: Elizabeth West – Work in progress
 - West reported that the SEI subcommittee is working to get the SEI document to a
point where it can be reviewed by departments with feedback received before it
is presented to the Senate. Goal is to implement the revised SEI’s in Fall 2018.
Subcommittee will closely look at the timeline of work necessary to achieve this
goal.

General Policies: Robert King – no additional report

*Next meeting: Tuesday, April 18th at 3:00 p.m. #2150 Park Place

Note: The University Senate will meet on Thursday, April 13th (Atlanta campus); this is the first
meeting with the new University Senators.