

**MINUTES**  
**Faculty Affairs Committee Meeting**  
**February 3, 2009**

Present: Jim Nechols, Donna Fullmer, Jennifer Askey, Donita Whitney-Bammerlin, Mark Haub, Ellen Urton, Kaleen Knopp, Amy Schultz, Clyde Howard, Bill Hsu

Visiting: Jamene Brooks-Keifer; Karlene Varnadore, Tara Baillargeon, Michelle Bemiller

1. Approval of Agenda—unanimous
2. Approval of Jan 20, 2009 minutes—unanimous
3. Appendix G update—upcoming meeting on Friday, Feb 5<sup>th</sup>, for finalization.  
Exec Committee reviewed our recommendations on administrative evaluation and is positive toward it. They have requested a summary document that includes concise description of major changes.  
We can send the current version on to the Provost's office.
4. Karlene Varnadore from Salary & Fringe Benefits  
(see attached report)  
Discussion: Nechols asked Varnadore to examine why a specific active employee's dependent child was NOT granted the 3 credit hour tuition waiver upon request.

FAC and SFB need an update on the status of the increase in the dependent tuition waiver to 6 credit hours per semester, as it is currently sitting in central administration. A follow-up is also needed on the proposal to increase the university contribution to the Retirement Plan.

FAC and SFB should weigh in on the continued existence of the parking lot shuttle, given the near completion of the parking garage.

5. Tara Baillargeon & Jamene Brooks-Kieffer, KS Libraries  
Wished to gauge the interest of FAC in converting paper portfolios for annual review and P&T procedures. The library committee researched this to examine feasibility and success rate. They discovered that many university units are using e-portfolio's for student work but that the needs for faculty e-portfolios would be more distinct (i.e. security).

E-portfolios would include options for including visual and auditory files, would have to work well with TEVALs or other evaluation systems, etc.

There are both commercial and open-source platforms out there that could be bought and adapted for faculty promotion and tenure.

Library wants to know if the rest of the campus faculty community is interested in this.

After discussion, FAC recommended to the Libraries that they vet the plan with FSCOT and with two committees' support, we could present an endorsement to Fac Sen and try to get the Provost on board.

6. Resolution on Childcare/CDC (Visitor Michelle Bemiller)  
FAC voted to draft a resolution stating faculty support for placing the CDC at the top of the university budget priority list. Haub will draft and circulate.

7. Grad student grievance procedure: three FAC members commented on the current language in Appendix A. Nechols asked for additional responses. Nechols will meet with Carol Shanklin and explain what we are looking at. Our committee also has the task of organizing how graduate professional schools and programs change their policies when those overlap with those of the faculty and the UH.
8. SGA/teaching evaluation task force update: Donita, Jennifer, and Amy are working together (with two other SGA members) on a taskforce to examine the process and regulations for student evaluation of teaching. The section of the UH that deals with teaching evaluation (C34) was passed out to FAC so that we can all familiarize ourselves with the rules as they currently stand. The taskforce is going to request discussion at the next meeting on the topic of changing the UH to require that each course, each section taught at KSU be evaluated each time it is taught, by each instructor who teaches it.

The current language in the UH indicates that probationary faculty must only evaluate a course they teach once a year (i.e. if they teach a section in the fall and another in the spring, they must only evaluate one of those) and that tenured faculty are required to have only one course per year evaluated. The SGA and the taskforce feel this is inadequate.