

Faculty Affairs Committee September 1, 2009 Minutes

In attendance: Judy Hughey, Kaleen Knopp, Jennifer Askey, Naqian Zhang, Beth Davis, Jim Bloodgood, Bob Condia, Rebecca Gould, Carol Kellett, Elaine Johannes, Ellen Urton, and Jim Nechols

- I. Approval of agenda—unanimous
- II. Approval of May 19 minutes—with an amendment to IV, line 1—Fac Sen Pres-Elect LeHew was the only member of Fac Sen leadership to meet with Grad School
- III. Announcements
 - Judy Hughey will be giving us the results of her faculty survey on working with students with disabilities gathered over the summer—likely at the next meeting. It is hoped that these survey results will help us decide how FAC wants to proceed with agenda items re: students with disabilities. This is an issue for student retention and SLOs for the campus community.
- IV. Subcommittees
 - A. Faculty Handbook and Policy Committee (corr: University Handbook Committee)
 - document needs to be updated and edited for consistency and accuracy.
 - the currently constituted committee needs an experienced chair. Knopp is willing to serve as an interim chair, but we are casting about for someone to chair this committee for the rest of the year, or even longer term.
 - FAC is looking at updating the charge of the Univ Handbook Committee so that they are empowered to look at content, as well as “proofreading” issues.
 - B. Subcommittee to address Graduate Student Grievance Policy (Hughey and Johannes)
 - this will be a cross-campus committee, in which members from FAC and the Student Services council of the Graduate School, and members of Dean Shanklin's office will meet to collaboratively to work on updating the current policy and, perhaps, bring it into line with other grievance procedures on campus.
 - C. Technology and Textbook Committee (Bloodgood)
 - in response to Higher Education Opportunities Act of 2008, that stipulates that universities disclose to students in advance, on internet course schedules, the book list and their corresponding costs.
 - the committee is examining how best to get that done; KSU lawyer is part of the process
 - two main options: KSU updates the information, as the University is responsible for making this information accessible; OR the bookstore provides this information
 - the question for implementation revolves around faculty participation in putting in their book lists
 - D. Faculty Salaries and Fringe Benefits Committee
 - subcommittee reporting to FAC
 - action item: maternity leave parity across campus
 - Commission on the Status of Women is also looking at maternity/paternity leave issue
- V. University Handbook Revisions
 - A. Section F14: DCE no longer grants waivers. Thus, the language in the UH contradicts current policy.

Motion to delete the language as presented in the agenda from section F14 of the UH passed

unanimously.

B. Section F52: remove from the UH language regarding cancellation of classes.

Motion to delete language passes unanimously.

C. Administrative Evaluation: UH sections B&C (Knopp, Gould, Urton)

Guests from the Office of Planning and Analysis (Kelly, and Chris Fine)

--unit administrator evaluation language in the UH is outdated. Discussion on this topic carries over from last year. We would like to act on this on September 15, 2009 and get our revisions on the Fac Sen agenda soon and update the language in the UH.

--Kelly explained the role of the Office of Planning and Analysis in this procedure and some of the problems that have occurred in the implementation of UH policy on evaluation as it is written.

--changes that we are going to act on involve, among other things, the anonymity and security of the evaluation comments/feedback

--questions regarding the evaluation instrument(s) used

--the Dept of Planning and Analysis has templates that are used for evaluating administrative personnel; these are used generally verbatim when evaluating deans and department heads on campus. The administrator being evaluated can customize these templates to better reflect his/her job or needs w/in the evaluation. They can also use climate surveys or self-evaluations, as well. Members of the FAC are encouraged to look at these pdf templates on line in order to better provide input into the academic evaluation language in the UH for next week.

--(question) is there oversight by OPA regarding OTHER instruments used by units on campus?? (no, is the emphatic answer). Should we have oversight through an independent office, such as OPA, of all instruments, since we do not currently?

--the fact that the new language limits the choices for eval instruments to either OPA instruments OR those from another approved agency (such as the IDEA forum)

--Bob Condia suggested that language be added at the top of this section to direct faculty and administrators to the OPA.

1. Faculty Evaluation revisions (Askey, Hughey, Schultz)

30.1 introductory language is a hot topic and might need a bit more wordsmithing. Perhaps announce in that opening all three aspects of our jobs: teaching, service, research.