

**Faculty Affairs Committee
September 15, 2009 Minutes**

In Attendance: Judy Hughey, Kaleen Knopp, Ellen Urton, Bob Condia, Rebecca Gould, Amy Schulz, Jim Bloodgood, Jim Nechols, Jennifer Askey, Carol Kellett, Elaine Johannes

- I. Motion & second to approve the agenda (Nechols and Bloodgood)—passed unanimously
- II. Minutes from 09-01-09: add Urton and Nechols to attendees; motion to approve passed unanimously
- III. Announcements:
Melody Le Hew (Fac Sen pres) could not attend, but sends her thanks
- IV. Sub-Committee Work
 - A. University Handbook Committee: tasked with a close, cover-to-cover reading of the UH. Work toward deleting inconsistencies and to bring it in line with the PPM.
Yolanda Howard (ITS Planning Coordinator) has stepped forward to be the Chair of this Committee. She is not a teaching faculty member and her appointment requires our approval.
Is there a member of Faculty Affs who would be willing to serve as a liaison to the committee?? (Carol Kellett would be willing but cannot make the initial meetings; Knopp will add her meeting to the list serv for the group)
Fac Aff will coordinate the agenda for UH Committee, so we will be able to help them prioritize their to-do list. Fac Aff also remains the final decision-making body for items coming from the UH Committee.

Working pattern will include both (a) addressing concerns about the wording and consistency in the UH as they arrive; and (b) working on a cover-to-cover read-through of the document.

Yolanda will come to the Fac Aff meeting on 10-6-09
 - B. Sub-Committee re: Graduate Grievance Policy (Hughey, Johannes)
This sub-committee will meet the first week of October, together w/Grad School Student Aff Committee.
 - C. Technology & Textbook Sub-Committee will have a report at our next Sept meeting

D. Salary & Fringe Benefit Sub-Committee is formed and will be working on the tuition waiver. We are each asked to bring any comments/concerns re: tuition waivers to the Fac Aff Comm, if we hear them.

V. University Handbook Changes

A. Sections B & C - Administrative Evaluation - Action Item (Knopp, Gould, and Urton)

--we have the changes in an attachment, with a small spoken revision.

C157.3 (and elsewhere) We need to have the UH Committee look through the document and make sure "faculty" is defined in a uniform way (i.e. in the introduction to the Handbook) throughout the Handbook and consistently referred to. If any section of the HB needs to exclude a type of teaching faculty from a process, then that exception would be noted in the relevant section of the HB.

--Nechols moves to accept the changed language (with Gould's addition to paragraph one); Askey seconds. Motion to accept language changes passes w/o objections.

B. Section C - Faculty Evaluation revisions as per recommended by Exec Committee (Hughey, Nechols, Schultz, and Askey)

--the language of the opening has been changed somewhat, in order to address the concerns of Fac Sen Exec

--we worked a bit on the language in 32.3 to smooth it out and make it less wordy

--Askey and Hughey moved and seconded to approve the wording changes we discussed today. Motion passes unanimously!

VI. Review of E-Portfolio resolution for Joint Taskforce FAC with the Provost Office as passed by Faculty Senate (See attached)

Rebecca Gould is interested in serving on the Task Force! The TF is charged with looking at the feasibility and workability of the E-Portfolio process.

VI. Professional Development Survey-Response to concerns regarding special needs learners.

Hughey—has found that most faculty across colleges responded to the survey by saying they had limited or no knowledge of how to deal with students who have special learning concerns—either with or without the help of the Office of Disability Services. This is a concern for retention at the University; it has an impact on SLO assessment; etc.

This is an opportunity for Fac Aff to propose procedures, ideas, etc. for equipping faculty to deal with students with diverse learning issues.

Next Meeting: Oct 6, Bluemont Hall 021