

Faculty and Institutional Affairs Committee
Minutes
Thursday, November 20, 2003, 3:30 pm
251 Chavis University Center

Members present: Dennis Edgell, Deok-Hyun Hwang, Kay McClanahan (Chair), Jean Sexton, Michael Spivey, Susan Whitt (Chair of Faculty Development and Welfare Subcommittee), Libby Denny (Chair of Faculty Evaluation Review Subcommittee), Sandy Waterkotte (Vice Chancellor for Advancement)

Members excused: Liz Normandy, Bill Gash (Associate Vice Chancellor for Academic Affairs), Neil Hawk (Vice Chancellor for Business Affairs)

Members absent: Cherry Beasley

1. Call to Order: Kay McClanahan called the meeting to order at 3:32 p.m.
2. Approval of the Agenda: The agenda was approved as amended.
3. Approval of the Minutes of October 2, 2003: The minutes were approved as amended.
4. Reports from Administrators
 - A. Associate Vice Chancellor for Academic Affairs: Bill Gash was excused.
 - B. Vice Chancellor for Business Affairs: Neil Hawk was excused.
 - C. Vice Chancellor for Advancement: Sandy Waterkotte answered questions from committee members.
5. Changes to the Faculty Handbook necessitated by the implementation of the Faculty Dispute Resolution Report: Donna Payne provided the suggested changes to the Senate and FIAC was charged to explore the changes. The motion was made and seconded that these recommended changes be sent to the Senate unaltered. **Passed.**
5. Reports from Subcommittees
 - A. Faculty Development and Welfare: Susan Whitt reported the subcommittee is exploring faculty workload and reassigned time. They will begin by surveying the departments. They also plan to find out if sabbaticals are legal in North Carolina.
 - B. Faculty Evaluation Review: Libby Denny reported that David Zeigler is continuing to work on the problem of inconsistencies in the evaluation process and responsibilities. The subcommittee will be looking at the evaluation timeline for the new initial two- and three-year contract faculty. The promotion timeline will be discussed at the next meeting. As requested by FIAC, the issue of evaluation of distance learning and online courses will be undertaken.

6. Old business: Report from the Senate meeting of November 5: The recommendation that the Distinguished Speaker series will be free to faculty and staff on the day of the show depending upon seat availability was amended so that the person must be accompanied by two students in order to get free admission. The parking resolution was not approved, but was sent back with the recommendation that this be taken before the Traffic Committee, which did not appear amenable to the changes. The change to the automatic tenure policy was approved.
7. New business: None
8. Announcements: The next meeting will be Thursday, January 15, 2004 at 3:30 pm in the University Center Room 251.
6. Adjournment: The meeting was adjourned at 4:10 pm.

Respectfully submitted,

Jean Sexton, Secretary
Kay McClanahan, Chair