

Faculty and Institutional Affairs Committee
Minutes
Thursday November 18, 2004
3:30 pm
251 Chavis University Center

Members present: Andy Ash, Nancy Barrineau, Betty Brown, Dennis Edgell, Libby Denny, Kay McClanahan (Chair), Jean Sexton, Susan Whitt (Chair of Faculty Development and Welfare Subcommittee), Rick Crandell (Chair of Faculty Evaluation Review Subcommittee), Sandy Waterkotte (Vice Chancellor for Advancement), Bill Gash (Associate Vice Chancellor for Academic Affairs), Neil Hawk (Vice Chancellor for Business Affairs)

Members excused: None

Members absent: None

- I. Call to Order: The meeting was called to order at 3:31.
- II. Approval of the Agenda: The agenda was approved as distributed.
- III. Approval of the Minutes of the October 21, 2004 meeting: The minutes were approved as corrected (the correction being in V.A.1. "with the ad hoc committees.")
- IV. Reports from Administrators
 - A. Associate Vice Chancellor for Academic Affairs: The recommendations that started from the committee concerning dissemination of information regarding faculty salary and regarding increasing remuneration for teaching summer school are being reviewed by Academic Affairs.
 - B. Vice Chancellor for Business Affairs: Tuition and fees are being examined but there will likely not be across the board increases in tuition. An increase of 2.2% in student fees based on inflation and a \$70 per semester football fee are being considered. A campus-initiated tuition increase for academic-related needs would stay on campus and probably be in the \$200-225 range. The Jones building is almost complete and the interior will be usable by December 13. Work still remains on the interior and exterior. There was a concern expressed that the communication about mold in the Education building has not been the best. Dehumidifiers are only in certain rooms; others must be requested from department chairs. Mr. Hawk said he would check on the situation.
 - C. Vice Chancellor for Advancement: The State Employees Combined Campaign was extremely successful, breaking all records by raising \$22,000. This was impressive to the Office of the President as it showed a 33% increase in money. The retired faculty group is being worked with regarding fund raising.
- V. Reports from Subcommittees
 - A. Faculty Development and Welfare

1. There was again discussion about ad hoc committees and whether a member of FDW should routinely be added to ad hoc committees.
 2. The motion was made that the Faculty and Institutional Affairs Committee develop guidelines within which individual departments may implement their own practices. There was no second. After discussion, Kay McClanahan indicated she would try to meet with Tom Leach and talk to him about reassigned time faculty involved in individual or directed study programs.
- B. Faculty Evaluation Review
- Evaluations of online courses should be going to the chair and/or dean for review. Chairs should make recommendations for online courses. Continuing education feels it should have control of online courses. Evaluation forms will be explored next. Dates and materials to be turned in still remain as areas of exploration. SACS guidelines state faculty should retain control over distance education and comparability must be maintained between online and regular face-to-face courses.
- VI. Old Business.
- A. Parking continues to be an issue. Our committee cannot make any decisions, only recommendations. Larry Rodgers will be invited to attend the January meeting. Discussion will be centered around the philosophical issues surrounding the parking issue.
 - B. Domestic partners while covered by NCA&T, UNCW, ASU, and UNCA are not defined by any of those institutions. Kay McClanahan will consult with Donna Payne about this issue.
- VI. New Business: A proposed online course policy has been submitted and will be discussed at the next meeting.
- VII. Announcement: Next Meeting – Thursday, January 20, 2005.
- VIII. Adjournment: The meeting was adjourned at 4:56 p.m.

Respectfully submitted,

Jean Sexton, Secretary
Kay McClanahan, Chair