

MINUTES
FACULTY AND INSTITUTIONAL AFFAIRS COMMITTEE
THURSDAY, JANUARY 18, 2007 3:30PM
308 EDUCATION BUILDING

Members Present: Andy Ash, Charles Beem, Betty Brown, Anthony Curtis, Libby Denny (Chair), Susan Edkins, David Nikkel, Sandy Waterkotte, Bill Gash, Neil Hawk

The meeting was called to order at 3:35PM. The agenda was approved. The minutes were amended and approved as amended.

REPORTS OF ADMINISTRATORS

Neil Hawk, Vice Chancellor for business affairs, gave his report. He mentioned that there had been problems with book orders for the spring semester. This problem has been looked into and has been corrected. UNCP has performed a textbook cost study and results have been submitted to the General Administration. The UNC system president is currently advocating a book rental program in order to reduce the cost of textbooks. Construction on Sampson Hall should be completed in April 2007 and the building should be ready for use in fall 2007.

Bill Gash, Associate Vice Chancellor for Academic Affairs, had no report.

Sandy Waterkotte, Vice Chancellor for Advancement, gave her report. Advancement has a new employee, Allyson Decente, who is Assistant Director for Major and Planned Gifts. UNCP needs to enhance its planned giving programs.

REPORTS OF SUBCOMMITTEES

Libby Denny, FIAC Chair, gave the report of the Faculty Development and Welfare Subcommittee for David Nikkel, who was attending another meeting elsewhere. The subcommittee recommended the following policy concerning instructional use of copyrighted material created by a faculty member:

There is no prohibition against the use of published material in a faculty member's classes (with the collection of related royalties), provided that the textbook, CD, or other material

- 1. has been produced and copyrighted by a recognized, independent publisher at its own expense*
- 2. has been made available for open sale*

This recommendation was discussed at length. Due to lack of clarity concerning certain issues pertaining to the policy, the policy was tabled and sent back to subcommittee for clarification and elucidation.

Charles Beem, chair of the Faculty Evaluation Review Subcommittee, gave the report. He said that the issue the subcommittee was currently discussing was the feasibility of offering all student evaluations on line. He solicited comment and opinion from the committee. An extensive discussion ensued. The committee agreed to allow the FER subcommittee to look into the issue further and to assess the feasibility of such a plan. FER was directed to consult with University Computing and Information Services during their deliberations in order to ensure that a workable mechanism would be adopted.

OLD BUSINESS

The committee revisited the concept of reconstructing the faculty manual as an electronic document. The senate has approved the concept in principle, but has not provided guidance as to how to accomplish the task. This problem was discussed at some length, and finally the following motion was put forward:

The chair of the Faculty Senate should create an ad hoc committee to oversee the reorganization of the UNCP Faculty Manual into an electronic document. This committee will be responsible for: 1. oversight of the basic structure of the new document (realizing the senate and all relevant committees and sub-committees must approve it at a later date). 2. Identification and retention of an individual to compose and edit the document. 3. Negotiations with the Provost concerning funding of the project.

The motion was passed and will be forwarded to the senate at the next available meeting.

NEW BUSINESS

No new business was discussed.

The meeting was adjourned at 5:03PM

Respectfully submitted,

Andrew N. Ash
Rotating Secretary