

Faculty Affairs Committee

Meeting Minutes

August 12, 2015

Present: Nicole Winston, Brittany Riley, Chris Booth, Glenn Anderson, Hasan Koc, Eric Blough, Tim Long, Cynthia Jones

1. Meeting Called to Order

2. Review and Approval of minutes from previous meeting

A. Approved

3. Old Business

A. Updates

- i. FAC election
 - a. Cynthia Jones - DPSR member
 - b. Nicole Winston - DPPAR member
 - c. Chris Booth – at large member
 - d. Eric Blough stated they were all excellent choices
- ii. Peer evaluation for Dr. Hao
 - a. Dr. Hao doesn't mind which day someone sits in on her class
 - b. Drs. Kahn, Broedel-Zaugg, and Koc will be asked to evaluate Dr. Hao
- iii. Committee charges (separate sheet passed out)
 - a. Tentative schedule
 - i. Promotion and Tenure Guidelines document(#1) has been completed
 - ii. Cynthia Jones and Chris Booth will review and (#3) the school's new faculty orientation plan for 2015
 1. Should be completed by mid-October
 - iii. Student Evaluations (#4) – Committee will rebut the platform issue for student evaluations
 1. Sending feedback about expectations for platform but leaving decision up to administration
 - iv. Faculty training and development (#5) – Need a real plan to make sure each development area is covered for faculty development
 1. Creation of table/chart could be beneficial

- v. Faculty handbook (#6) – Create one handbook for the faculty that will also include orientation information instead of having 2 different documents

B. Faculty Development schedule

a. Leadership Seminar Update

- i. Brian Flannigan (University of Michigan) is willing to give us a 4 hour workshop on Friday November 6, 2015
 1. Associate Dean has approved exam proctoring for this day so that all faculty have the opportunity to attend the workshop
 - a. Amber will coordinate the exam proctoring
 2. Should have \$2500 left from Faculty Retreat
 - a. Brian Flannigan honorarium will be \$2000
 - b. \$500 left over for travel
 3. Amber will send out email to faculty so they can block out that date (11/6)

C. Faculty By-laws

a. Article 1

i. Section C

1. Strike the first “faculty”

ii. Section D

1. Under #2 strike “for Professional Affairs”

iii. Section E

1. Come back to “newly revised”
 - a. Will be picking a version of Robert’s Rules to use but have not decided on that version yet

iv. Section F

1. Dean shall chair the executive council (not the Associate Dean)
2. Strike #3 & #6
3. Minutes will be placed in “the Dean’s Office” (not on the web page of MUSOP)
4. Last sentence change “decisions” to “recommendations”

v. Section G

1. #3 add “as per the Greenbook”
2. #5 add “as per the Greenbook”

D. Meeting Adjournment