SHRP FACULTY AFFAIRS COMMITTEE MEETING
January 21, 2003 Minutes

I. Call to Order – The meeting was called to order at 3:31 pm. A quorum was present.

II. Attendance
a. Members Present: Mark Kossick, Susan Perkins, Laurie Adams, Pam Cartright, Linda Jeff, Jeffrey Burkhardt, Pam Paustian, Stephen O’Connor, Beth Kitchin, Jan Rowe, Mary Warren, Terry Hoobler, Carolyn Sherer
b. Members Absent with Notification: Wes Granger, Janice Hall, Richard Shewchuk, Barbara Gower, Philip Blatt, Helen Southwood
c. Members Absent Without Notification: Isao Eto
d. Ad-Hoc Members Present: Bettye Wilson
e. Ad-Hoc Members Absent: Bill Ogard, Gerry Glandon, Debra Laken
f. Guests: None
g. Dean’s Designee: Dr. Claire Peel
h. Recorder: Bruce MacIver

III. Minutes Approval for November 19, 2002 meeting – The minutes were distributed and approved as written.

IV. Faculty Senate Report – Bettye Wilson
A written report of the January 14, 2003 Faculty Senate meeting was distributed. The written report is attached to the official minutes in the FAC files.

V. FPPC Report – Pat Greenup reported that the FPPC has received the review of Section 2, Appendix A-C from the Faculty Senate. The FPPC is continuing to work on the suggested changes.

VI. Old Business

a. SHRP FAC Promotion and Tenure Guidelines
Jan Rowe presented the Promotion and Tenure Guidelines that had been approved by FAC on September 17, 2002 with some suggested editorial changes. After review and discussion, a motion was made by Carolyn Sherer to approve the document as amended. The motion was seconded by Terry Hoobler. The motion was approved. Jan Rowe will make the suggested changes and then forward to the Dean for approval.

b. FAC subcommittee: Review process for promotion and tenure-SHRP
An ad hoc committee was formed to review Appendix B to the SHRP Promotion and Tenure Guidelines and to make suggestions, changes, etc. Members were: Claire Peel, Barbara Gower, Carolyn Sherer, Pam Cartright. Carolyn Sherer presented a revised document to FAC. After review of the revised document, the motion was made by Terry Hoobler to approve the revised document, with minor editorial changes. The motion was seconded by Carolyn Sherer. The motion was approved.

VII. New Business

a. Teaching Effectiveness Workshop and Subcommittee
Laurie Adams is Chairing the task force to address teaching effectiveness. The task force consists of members from FAC and AAC. The Dean’s Office is sponsoring two representatives to attend a teaching effectiveness workshop in Savannah, GA in February. Laurie Adams is representing AAC on this committee and will be going to the workshop and Beth Kitchin will be representing FAC and will also be attending. The Dean would like to have something in place by Fall, 2003.

b. Discussion for School-wide Faculty Meeting- Spring Term
It was decided that Jan Rowe and Bruce MacIver would coordinate with the Dean’s calendar to find a date for a faculty meeting in March. Once a date has been confirmed, Jan will e-mail all faculty in the school and notify them of the date/time.
VIII. **Open Forum** – No discussion

IX. **Announcements**
   
a. The next meeting of FAC will be February 18, 2003

X. **Adjournment**
   
The meeting was adjourned at 4:33 pm.