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| Faculty Affairs Policy Committee (FAPC) Meeting Minutes  Friday, January 10, 2025, at 2:00 PM Location: [Zoom](https://gcsu.zoom.us/my/jmflory) |
| **ITEM** |
| Call to Order: 2:02 PM |
| Approval of Agenda: Unanimously approved at 2:02 PM |
| Approval of FAPC Minutes from November 1, 2024: Unanimously approved at 2:02 PM |
| **Unfinished Business** |
| Unintended Consequences of [SRIS Policy](https://gcsu.smartcatalogiq.com/policy-manual/policy-manual/academic-affairs/employmentpolicies-procedures-benefits/performance-evaluations-administrators-and-faculty/faculty-performance-evaluation/teaching-effectiveness-assessing/student-opinion-surveys-on-line-process/) Change   1. Co-taught classes (e.g., TREK) where the instructor on record (therefore the instructor being evaluated) is not the only instructor they experience 2. Lab courses and any other course where the instructor on record is not always the instructor facing them (e.g., taught by GAs) 3. Cross-listed courses.   David Smith's suggestion for a more long-term solution was to have departments mark courses in Banner that need to be evaluated based on the policy, but also the individual needs of the courses, to eliminate this level of confusion in the future.  **Current Procedures:**   1. Each full-time instructor shall be surveyed on all of their assigned courses. 2. An undergraduate class with fewer than ten (10) or a graduate class with fewer than five (5) students enrolled at the time the instrument is to be administered shall not be surveyed unless specifically requested by the instructor or department chair/director. 3. The student opinion survey shall be administered in a given semester during the last three (3) weeks of a semester and conclude at midnight prior to the first day of exam week. Exceptions to this rule can be made with the approval of the college dean. 4. See the Center for Teaching and Learning for directions accessing SRIS online to complete one of the following tasks:    1. Instructors to complete the Objective Selection Form (OSF): https://gcsu.campuslabs.com/faculty/    2. Student to complete student opinion survey: https://gcsu.campuslabs.com/courseeval/    3. Instructor/Student/Department Chair/Director to access student opinion survey results. 5. If given class time to complete the survey, the instructor shall not be present in the room when students are completing the online student opinion survey. 6. The student opinion survey responses shall be anonymous. 7. All student opinion survey data used in personnel decisions shall be accompanied by response rates and enrollment size for the data. 8. Each department shall maintain an appropriate record of the instructor’s teaching performance. 9. Instructors shall be permitted, but are not required, to respond to student opinion survey results by adding written comments to their annual review documentation that are communicated to individuals responsible for personnel decisions. |
| **Teaching Effectiveness Ad Hoc Committee** met 1/8/25 and notes are below – relevant [SRIS](https://gcsu.smartcatalogiq.com/policy-manual/policy-manual/academic-affairs/employmentpolicies-procedures-benefits/performance-evaluations-administrators-and-faculty/faculty-performance-evaluation/teaching-effectiveness-assessing/student-opinion-surveys-on-line-process/) and [Annual Evaluation](https://gcsu.smartcatalogiq.com/en/policy-manual/policy-manual/academic-affairs/employmentpolicies-procedures-benefits/performance-evaluations-administrators-and-faculty/faculty-performance-evaluation/teaching-effectiveness-assessing/) Policies |
| [Faculty Compensation Policies](https://gcsu.smartcatalogiq.com/en/policy-manual/policy-manual/academic-affairs/employmentpolicies-procedures-benefits/): have asked Academic Affairs to add summer salary |
| [Professional Leave Policy](https://gcsu.smartcatalogiq.com/policy-manual/policy-manual/academic-affairs/employmentpolicies-procedures-benefits/faculty-professional-development-opportunities/faculty-professional-leave-program/) ([old form for reference](https://www.gcsu.edu/sites/default/files/documents/2021-07/Professional%20Leave%20at%20GC%20July%202021%20update.pdf), [current application form](https://georgiacollege-bsucw.formstack.com/forms/academic_affairs_professional_leave_of_absence_application))  **GCSU Professional Leave Program 2025-2026**  The purpose of professional leave is to refresh and reinvigorate tenured faculty members; to improve, through appropriate activity, the academic qualifications and teaching competence of the faculty; to encourage productive scholarly research; and to stimulate contributions of high caliber in the future that will enhance the stature of both the individual and the University. The following faculty have been awarded a professional leave in FY26:  **Rodica Cazacu**: College of Arts & Sciences, Mathematics, Fall 2025  **Donovan Domingue**: College of Arts & Sciences, Chemistry, Physics, and Astronomy, Fall 2025  **Chris Greer**: College of Education, Professional Learning & Innovation, Fall 2025  **Whitney Heppner**: College of Arts & Sciences, Psychological Science, Spring 2026  **Youngmi Kim**: College of Arts & Sciences, Music, Spring 2026  **Samuel Mutiti**: College of Arts & Sciences, Biological and Environmental Sciences, Spring 2026  Below is the rubric that the A&S review committee used to evaluate the professional leave proposals this year:    FAPC recommends the rubrics be clarified at the University level and be shared with the applicants. |
| **New Business** |
| [Faculty Attendance at University Ceremonies and Academic Regalia Policy](https://gcsu.smartcatalogiq.com/en/policy-manual/policy-manual/academic-affairs/employmentpolicies-procedures-benefits/faculty-rights-and-responsibilities/faculty-work-requirements/faculty-attendance-at-university-ceremonies-and-academic-regalia/)  Current policy: GC holds official ceremonies at which faculty will wear appropriate academic regalia including but not limited to Graduation, Freshman Convocation and Honors Day. Faculty members are expected to provide their own academic regalia either representing their alma mater or GC. **In light of our student-centered mission, all faculty are encouraged to attend all graduations, Honors Day and Freshman Convocation events, but departments will be responsible for their own procedures for insuring that an appropriate number of faculty attend each event.**  From our 2024-2025 Contract: Every faculty member is expected to participate in Convocation (8/23/2024) and Commencement ceremonies.  A faculty member has brought to our attention the following concerns about required events that have “that have ignored the overall health and well-being of our faculty and staff.” They provided context by explaining briefly how several events have “failed to fully protect the physical and mental well-being of faculty who are required to attend” and provided potential solutions to these issues.  **Occupational health and safety of our faculty at university events**   * **Graduation/Convocation**:   + Issue: The line-up location for graduation and convocation has very little airflow which is problematic for people who have a variety of health conditions.  Additionally, the space is extremely claustrophobic and requires faculty to stand in close quarters for up to one hour, which negatively affects those with anxiety or other conditions.  In fact, one faculty member had to be removed from the line-up last year due to an induced health issue. The increasing length of the ceremonies is also problematic as it requires faculty to sit in extremely close quarters in folding chairs that are physically harsh on those with a variety of health conditions. In addition, the events following convocation this past year required faculty to walk an extended distance to a secondary location in the August heat - after enduring the previously stated conditions.   + Remedy: These problems could be easily remedied by shortening the length of the line-up/ceremony, spacing out chairs during the event, creating a more open space on the mezzanine with chairs for the faculty to congregate prior to the event starting, and hosting the secondary events at the Centennial Center or making these events optional for faculty to attend. * **Academic Expo:**    + Issue: This year the academic expo had no air conditioning.  This was known in advance of the event starting.  Yet, the event continued without adequate fans or airflow for several hours. This is problematic for faculty with a variety of health conditions or medications that make them heat intolerant.   + Remedy: This event could have been rescheduled, moved online or made hybrid, or ensuring the placement of adequate fans before the event started. * **Fall Fest**/**Spring fest**:   + Issue:Over the last several years, these events have occurred outside in the sun, in extremely high temperatures.  Some departments did not have tents for faculty to shield them from the sun and heat.   + Remedy: These events could easily be moved inside to protect those who are heat intolerant.   From the faculty member: “I am hopeful that your committee might take up this issue to ensure that, in the future, the university is cognizant of the varied health conditions of faculty/staff and how these events may negatively affect the health and well-being of faculty and staff. I hope that the university will take steps to make accommodations accordingly. This is important to ensure the overall health and well-being of our faculty and staff required to attend these events. This is particularly important for events where attendance is mandatory, but it is also important at other events where attendance is expected to fulfill service obligations.”  FAPC recommends the University offer accommodations and/or alternative arrangements for University events for those with medical concerns and issues. |
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| Tentative agenda for February meeting |
| **Open Discussion (If any)** |
| None |
| **Information Items (if any)** |
| None |
| **Next Meeting** |
| Friday February 14, 2025 2:00-3:15pm [Zoom](https://gcsu.zoom.us/my/jmflory): FAPC |
| **Adjournment** |
| Meeting was adjourned at 2:43 PM |

**Teaching Effectiveness Ad Hoc Committee Meeting Notes 1/8/25**

Kim Muschaweck, Suzanna Roman-Oliver, Dana Gorzelany-Mostak, Roberto Leon, Jennifer Flory, Jim Berger

1. Issue a call to departments for measures or tools that are in use by departments already (Jen and Dana will cover CoAS, Health Sciences, Business, and Library; Kim and Suzanna will cover Ed)
2. Invite one representative from each college and A&S Division to join committee by reaching out to award winners from past few years (Jen and Dana will cover CoAS, Health Sciences, Business, and Library; Kim and Suzanna will cover Ed)
3. Kim and Roberto will work together to put together models of evaluation and best practices from other schools
4. Jim and/or Suzanna will see about getting on college meeting agendas for February 14
5. Next Meeting: Friday, February 7, 12 pm
6. Add questions to needs assessment for each department
7. After gathering and reviewing data, create templates and examples to share with all departments

**CALENDAR**

* Friday 24 Jan 2025 3:30-4:45pm Arts & Sciences 272: University Senate
* Friday 14 Feb 2025 2:00-3:15pm [Zoom](https://gcsu.zoom.us/my/jmflory): FAPC
* Friday 28 Feb 2025 3:30-4:45pm Arts & Sciences 272: University Senate

**MEMBER ATTENDANCE** “P” denotes Present, “A” denotes Absent, “R” denotes Regrets

Jennifer Flory (chair) **P**

Amy Sumpter (vice chair) **P**

Chad Whittle (secretary) **P**

Helen DuPree **P**

Sabrina Hom **P**

Frank A. Richardson **A**

Suzanna Roman-Oliver **P**

John Marshall Smith **R**

Winston Tripp **P**

David Weese **P**

Chris Clark **P**

GUESTS: None