**Committee Name: Faculty Affairs Policy Committee**

**Meeting Date & Time: Feb 1, 2019**

**Meeting Location: A&S 116**

**Attendance**:

|  |
| --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Ashley Taylor | P | Jamie Addy |
| P | Angela Criscoe | A | Catherine Fowler |
| P | Olha Osobov | A | Ji Seun Sohn |
| P | Jiaqin Yang | P | Rob Sumowski |
| P | Linda Bradley | P | Carrie Cook |
| P | Hedwig Fraunhofer | P | Robert Blumenthal |
| P | Hauke Busch |  |  |
| Guests |
|  | *Italicized text denotes information from a previous meeting.* |  |  Turner Gibson – SGA Academic Affairs Committee  |
|  | Taylor Carswell – SGA Academic Affairs Committee |  |  |

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|  Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions  | Action or Recommendations | Follow-Up{including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | The chair called the meeting to order. |  |  |
| **II. Approval of Agenda** | Angela motioned to approve the agenda. Carrie seconded it. | The agenda was approved. |  |
| **III. Approval of Minutes** |  |  |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| **1.** | No old business was discussed. |  |  |
| **2.**  |  |  |  |
| **V. New Business**Actions/Recommendations |  |  |  |
| **1.SGA Academic Affairs Committee about Midterm Feedback** | Taylor and Turner expressed their concern about the current policies and procedures for midterm feedback and expressed desire to bridge a gap between students and faculty on the issue. Jamie was interested in what students want to see as their midterm feedback procedure. Turner explained that it could be a 15-min. meeting as a follow up for midterm grades. Jamie noted that it could be easy to do on the departmental level but not on the institutional level as there are multiple issues that come into play: multiple sections schedule, chasing students down who do not come to class, etc. Robert added that it should be a two-way process: students should take upon the offers from faculty to see them in their offices and faculty should be accessible. Carrie also remarked that different students might want different things for their feedback (grade or personal feedback). But if they do not get feedback by the midterm, they should be familiar with the policies available to them if they want to report it. Taylor agreed that students do not want to go their chairs because it is intimidating to them, but they need to know the procedure of reporting. Hedwig also commented that there are barriers for students to talk to the faculty and/or chairs. To overcome the barriers, there needs to be a structure in place, faculty need to encourage students to come to office hours before the midterm. Robert agreed that students should be encouraged to see their instructor first when they have an issue in class before they take upon any further action. The committee also discussed a possibility of having faculty, a mentor, who is of a different major as a person available to students to talk about the issue. The agreement was reached that advisors/Advising Center could fulfill that role who can contact chairs if there is a need. Ashley would consult regarding making a motion on the issue with APC. | * Taylor suggested that a comment box for the feedback should be added to PAWS as a communication space between a professor and a student.
* Robert suggested that university wide it should be stated that the policy should be in place that the meaningful feedback should be provided to students before the midterm.
* Linda suggested that ALL classes should provide feedback to students before midterm.
* Angela: next step would be to address whether or not to incorporate all classes into the midterm feedback process in PAWS by presenting it to Senate for discussion (to keep faculty accountable).
* Linda also suggested to start the process with undergraduate students first.
 |  |
| **2.** |  |  |  |
| VI. Next Meeting | March 1, 2019 at 2 p.m. in A&S 1-16. |  |  |
| VII. Adjournment | The meeting was adjourned at 2:50 p.m. |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name: Faculty Affairs Policy Committee**

**Committee Officers: Ashley Taylor, Angela Criscoe, Olha Osobov**

**Academic Year: 2018 - 2019**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

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

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| Meeting Dates | 8/14 | 9/7 | 10/5 | 11/2 |  2/1  |  |  |  |  |
| Ashley Taylor, Senator - Chair | P | R | P | P | P |  |  |  |  |
| Angela Criscoe, Senator– Vice Chair | P | P | R | P | P |  |  |  |  |
| Olha Osobov, Volunteer - Secretary | P | P | P | P | P |  |  |  |  |
| Jiaqin Yang, Senator | A | A | P | P | P |  |  |  |  |
| Linda Bradley, Senator | A | P | P | P | P |  |  |  |  |
| Hedwig Fraunhofer, Senator | P | P | P | P | P |  |  |  |  |
| Hauke Busch, Senator | P | P | P | P | P |  |  |  |  |
| Jamie Addy, Senator | A | R | A | A | P |  |  |  |  |
| Catherine Fowler, Volunteer | A | R | A | R | A |  |  |  |  |
| Ji Seun Sohn, Volunteer | A | P | P | P | A |  |  |  |  |
| Rob Sumowski, Volunteer | P | P | R | R | P |  |  |  |  |
| Carrie Cook, the Provost’s Representative | P | P | R | P | P |  |  |  |  |
| Robert Blumenthal, the President’s Representative | P | P | P | R | P |  |  |  |  |

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)