

Faculty Affairs Policy Committee 2012-2013 Annual Report

Due Date: Submit in MSWord or pdf format to senate@gcsu.edu no later than April 24, 2013.

Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.

Committee Name: Faculty Affairs Policy Committee (FAPC)

Academic Year: 2012-2013

Committee Charge:

<http://senate.gcsu.edu/content/faculty-affairs-policy-committee>

Note: This may be a hyperlink to the committee web page on the senate intranet. Please do not use a link to the full bylaws, since these may change from year to year. The relevant section of the bylaws is copied onto your committee page on the senate intranet.

Committee Calendar:

| MEETING DATE | TYPE OF MEETING |
|----------------------|--|
| Friday Apr 27, 2012 | Organizational Meeting to Elect Committee Officers |
| Friday Aug 24, 2012 | Committee Meeting |
| Friday Sept 28, 2012 | Committee Meeting |
| Friday Oct 26, 2012 | Committee Meeting |
| Friday Nov 30, 2012 | Committee Meeting |
| Friday Jan 25, 2013 | Committee Meeting |
| Friday Feb 22, 2013 | Committee Meeting |
| Friday Mar 22, 2013 | Committee Meeting |

Executive Summary:

1. FAPC reviewed last academic year's workgroup recommendation regarding student opinion survey options. FAPC members attended two webinars (IDEAS and ETS: SIR II) to review the two previously recommended nationally normed instruments. FAPC made a motion to the University Senate that the workgroup's recommendation to the previous Provost be endorsed and the motion passed. FAPC submitted a report to the Interim Provost that also endorsed the workgroup's recommendation that we adopt one of the two instruments, but also expressed a preference for the IDEAS instrument.
2. FAPC reviewed the current faculty status policy regarding faculty voting rights of those faculty appointed by the President but who are not members of the corps of instruction. FAPC made a motion to change language in the current GCSU Faculty Status policy regarding faculty appointed by the President to read: "Individuals holding positions with faculty status are eligible for the Optional Retirement Plan and may attend and speak at any faculty meeting, but may not vote", and the motion passed.
3. FAPC asked the original workgroup (Ken Farr, Craig Turner, and Mike Rose) to complete work on proposed changes to the current Post-Tenure Review procedures so FAPC could make a recommendation to the Interim Provost. FAPC reviewed and voted to endorse the recommended proposal and forwarded to the Interim Provost for review. The Interim Provost offered suggestions for including representatives from the University Chair's Council and the Dean's Council to draft a version of the

Post-Tenure Review procedures that is inclusive of all groups. FAPC agreed to continue this item to next year's FAPC group for further work.

4. FAPC continued discussion from last academic year regarding faculty input in the faculty evaluation process. A workgroup drafted a recommendation of a best practices statement to be placed in the Policies and Procedures Manual. FAPC voted to read the recommendation to the University Senate as an informational item.

Committee Membership and Record of Attendance:

| Name <i>EFS = Elected Faculty Senator</i> | 4/27/12 | 8/24/12 | 9/28/12 | 10/26/12 | 11/30/12 | 1/25/13 | 2/22/13 | 3/22/13 | Present | Absent | Regrets |
|---|-------------------|-------------------|---------|----------|----------|---------|---------|---------|---------|--------|---------|
| Beauty Bragg/ Alex Blazer <i>Volunteer</i> | Present | Present | Present | Present | Present | Present | Present | Present | 8 | 0 | 0 |
| Beth Broyles <i>Volunteer</i> | Not yet appointed | Not yet appointed | Present | Present | Present | Present | Present | Present | 6 | 0 | 0 |
| Carol Christy <i>EFS, Secretary</i> | Present | Present | Regrets | Present | Present | Present | Present | Present | 7 | 0 | 1 |
| Carrie Cook <i>EFS</i> | Absent | Present | Regrets | Present | Present | Present | Regrets | Regrets | 4 | 1 | 3 |
| Holley Roberts <i>EFS</i> | Regrets | Present | Present | Present | Present | Present | Present | Present | 7 | 0 | 1 |
| Jeff Turner <i>Volunteer</i> | Regrets | Absent | Present | Absent | Present | Present | Regrets | Present | 4 | 2 | 2 |
| Karyme Klein <i>Volunteer</i> | Present | Regrets | Present | Present | Present | Present | Present | Present | 7 | 0 | 1 |
| Leslie Moore <i>EFS, Chair</i> | Present | Present | Regrets | Regrets | Present | Present | Present | Present | 6 | 0 | 2 |
| Mike Rose <i>EFS, Vice-Chair</i> | Present | Present | Present | Present | Present | Present | Present | Present | 8 | 0 | 0 |
| Sandra Godwin <i>EFS</i> | Not yet appointed | Present | Present | Present | Present | Present | Regrets | Regrets | 5 | 0 | 2 |
| Scott Butler <i>EFS</i> | Present | Present | Present | Present | Present | Present | Present | Present | 8 | 0 | 0 |
| Tom Ormond <i>VP Designee</i> | Absent | Regrets | Regrets | Present | Present | Regrets | Absent | Regrets | 2 | 2 | 4 |
| William Miller <i>EFS</i> | Regrets | Present | Present | Present | Regrets | Present | Present | Regrets | 5 | 0 | 3 |

Motions brought to the Senate floor:

GCSU Senate Motion 1213.FAPC.001.O- Voting Rights for Individuals with Faculty Status

To change language in the current GCSU Faculty Status policy regarding faculty appointed by the President to read: "Individuals holding positions with faculty status are eligible for the Optional Retirement Plan and may attend and speak at any faculty meeting, but may not vote."

| <u>Date</u> | <u>Action</u> |
|------------------|--|
| October 10, 2012 | Motion submitted to ECUS |
| October 11, 2012 | Placed on University Senate Agenda |
| October 19, 2012 | Recommended to University President to Approve |
| October 19, 2012 | Motion signed by Catherine Whelan, Presiding Officer |
| November 8, 2012 | Implementor Assigned - Matthew Liao-Troth |
| November 8, 2012 | Motion Approved by University President |
| November 8, 2012 | Motion signed by President Steve Dorman |

GCSU Senate Motion 1213.FAPC.002.O- Student Opinion Survey

To endorse the UCC/FAPC recommendation to the Provost that the locally-generated Student Opinion Survey currently in use be replaced by a commercial form that has national norms and is psychometrically valid and reliable (IDEA or SIRII (ETS)).

| <u>Date</u> | <u>Action</u> |
|------------------|--|
| January 10, 2013 | Motion submitted to ECUS |
| January 14, 2013 | Placed on University Senate Agenda |
| January 28, 2013 | Recommended to University President to Approve |
| January 28, 2013 | Motion signed by Catherine Whelan, Presiding Officer |
| January 31, 2013 | Implementor Assigned - Catherine Whelan |
| January 31, 2013 | Implementor Removed - Catherine Whelan |
| January 31, 2013 | Implementor Assigned - Matthew Liao-Troth |
| January 31, 2013 | Motion Approved by University President |

January 31, 2013 Motion signed by President Steve Dorman

Other Significant Deliberation (Non-Motions):

1. Faculty input on faculty evaluation process
2. Revision of the guidelines for eligibility for Faculty Excellence in Scholarship Award

Ad hoc committees and other groups:

1. Post-Tenure Review ad hoc group continued and completed a draft from previous academic years of proposed changes to the current procedures.

Committee Reflections:

What worked well, what did not work so well. Given your charge, how did you spend your time?

FAPC worked well together to accomplish many things. While some topics evoked passion, FAPC members were able to discuss candidly and work together for resolution. Concern continues regarding the challenge of finding the right balance of having information and guidance from the Provost while not limiting FAPC's work of advocating for faculty. FAPC recognizes that the Provost has attended committee meetings in previous years and the Associate Provost attended meetings this year, but FAPC recommends that the Provost attend each meeting to serve in an informational and fact-finding role.

Committee Recommendations:

Advice to the membership of the committee for the next academic year such as:

Continue to advocate for faculty concerns.

Are there any issues that should be considered by this committee the following year?

None noted.

Are there any issues that this year's committee was unable to complete its work on?

1. Post-Tenure Review procedures
2. Faculty input in faculty evaluation

Do any of this year's committee actions require follow-up? (i.e. a policy was drafted, but there was a recommendation for a review of the policy during the following year.)

1. Post-Tenure Review procedures

Recommendations on calendar (meeting times, outline items that you expect would be considered annually)

None noted.

Recommend items for consideration at the governance retreat:

None noted.

Appendix: Committee Operating Procedures

A summary of the standard operating procedures used to conduct business during the year.

**2012-2013 FAPC OPERATING PROCEDURES
(PROPOSED FOR FAPC CONSIDERATION at its 24 Aug 2012 meeting)**

RELEVANT UNIVERSITY SENATE BYLAWS

WHO IS ON FAPC? *V.Section 2.C.3.a. Membership. The Faculty Affairs Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section 2.C, and one (1) member appointed by the University President in compliance with II.Section I.A.5.*

WHO ARE VOTING MEMBERS OF FAPC? *IV.Section 4. Committee Service and Voting. All members of the University Senate shall have at least one University Senate committee assignment. Faculty, staff, administrators and students who are not members of the University Senate may be nominated to University Senate committees if the Subcommittee on Nominations deems that appropriate. Committee members who are not members of the (FAPC Annual Report 2012-13)*

University Senate shall be afforded all rights of committee membership, including voting unless explicitly designated as a non-voting member of the committee in these bylaws, but shall have none of these rights in the University Senate.

WHAT DOES FAPC CONSIDER? V.Section2.C.3.b. Scope The Faculty Affairs Policy Committee shall be concerned with policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities), which includes, but is not limited to, policies relating to academic freedom, workload, compensation, recruitment, retention, promotion, tenure, recognitions, development, and instructional support. This committee also provides advice, as appropriate, on procedural matters that affect the welfare of the faculty.

WHAT ARE UNIVERSITY SENATE FUNCTIONS? I.Section2. The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration, particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.

WHAT ARE COMMITTEE FUNCTIONS? V.Section2.C. Standing Committees. These committees shall have the following three functions (a) develop recommendations for new policy, (b) develop recommendations that revise existing policy, and (c) serve in advisory role, each applied in a manner consistent with the purposes and powers of the University Senate expressed in Article I. The inclusion of an appropriate chief division officer or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee.

COMMITTEE ANNUAL REPORT IV.Section 2. Reports. The committees listed in V.Section2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee shall present a comprehensive, written, annual report in an appropriate format to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.

OPERATING PROCEDURES III.Section 1. The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. These standing committees shall establish their own operating policies and procedures consistent with these bylaws and the University Statutes. These must be filed with the Executive Committee and updated as needed.

MEETINGS, CALL, NOTICE, QUORUM

IV.Section 6. Meetings. The standing committees, as listed in V.Section2.A.1, shall meet as needed throughout the year, including recesses between academic semesters, to facilitate the functioning of the University Senate. The governance calendar designates meeting times for the standing committees throughout the academic year.

IV.Section6.A. Call. In addition, a meeting shall be called by the standing committee chair within ten (10) calendar days of receiving a written request, which must include specification of the proposed purpose for such a meeting, from either (1) the Executive Committee or (2) at least twenty percent (20%) of the membership of the standing committee. A meeting of a standing committee also may be called by the University President, the Presiding Officer of the University Senate, or the chair of the standing committee. Individuals calling such a meeting should apply this responsibility judiciously, in particular, for a meeting scheduled during a recess between academic semesters.

IV.Section6.B. Notice. Written notice of any meeting of a standing committee shall be distributed to every member of the standing committee by the individual calling the meeting and made accessible to members of the University Senate at least three (3) calendar days prior to the meeting. Such notice shall include the date, time, location and agenda for the meeting.

IV.Section6.C. Quorum. A majority of the standing committee membership shall constitute a quorum.

COMMITTEE OPERATING PROCEDURES: A summary of the standard operating procedures used to conduct business during the year.

- First and foremost the Faculty Affairs Policy Committee is a team and not a set of individuals. To realize this philosophy, we endorse the following:
 - Communicate openly and candidly with each other without judgment or repercussion -- holding back constructive criticism weakens the team
 - Resist communicating *on behalf of the committee* without consultation even if the item feels like a “no-brainer”
 - After committee consultation, copy the entire committee if/when you communicate on its behalf
 - All FAPC members share responsibility to seek out and identify concerns of broad institutional impact within FAPC scope (Article V, Section 2.B.2)
- The **Chair**
 - **Bylaws Responsibilities:**
 - Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3)
 - Submit such reports to University Senate Secretary in appropriate format for minutes (Article II, Section 3.I)
 - Transfer committee records to the following year's committee (Article IV, Section 3.B)
 - Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)
 - Serve on the Subcommittee on Nominations (Article V, Section 1.D.1.a)
 - Be notified by a committee member who is going on extended leave (Article II Section 3.H)
 - Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)
 - **Other Responsibilities:**
 - Record notification of regrets prior to a scheduled committee meeting
 - Presides at committee meetings
 - Drafts (in consultation with the committee) the tentative agenda for committee meetings
 - Distributes each tentative agenda to the committee via email prior to the committee meeting
 - Scheduling (in consultation with committee) meeting rooms, times, and dates for committee meetings
 - Entering committee motions proposed for University Senate consideration into the online motion database

- Advertising committee meeting times and meeting agenda to the university community
 - Others as defined/assigned by the committee
- **The Vice-Chair**
 - **Bylaws Responsibilities:**
 - None
 - **Other Responsibilities:**
 - Assumes all duties and responsibilities of the chair in the absence of the chair
 - Others as defined/assigned by the committee
- **The Secretary**
 - **Bylaws Responsibilities:**
 - Provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)
 - **Other Responsibilities:**
 - Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
 - Others as defined/assigned by the committee
- **Agenda:** The agenda of committee meetings is set by the following process.
 - At the conclusion of each meeting, any committee member can propose an item for inclusion on the tentative agenda.
 - A tentative agenda for the meeting is drafted by the committee chair in consultation with the committee members.
 - This tentative agenda is sent to the committee members by the committee chair at least 7 days in advance of the meeting.
 - This tentative agenda includes all available supporting documents for items to be considered by the committee.
 - The tentative agenda is finalized by the committee at the outset of the meeting immediately following the call to order.
- **Communication Tools**
 - Committee email list: fapc@list.gcsu.edu
 - Committee web presence: http://info.gcsu.edu/intranet/univ_senate/SCs2011-2012/FAPC/index.htm
- **Deliberation**
 - **Advisory Matters:** (Committee workgroup requesting committee guidance, advisory function of the committee)
 - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
 - **Policy Matters:** (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration)
 - Robert's Rules apply meaning a main motion (to recommend the policy for consideration by the University Senate) is made and committee deliberation proceeds with a vote determining committee disposition of the motion.
- **Duration**
 - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.
- **Minutes** The minutes of the committee shall be drafted by the following process.
 - The committee secretary shall keep notes of the meeting.
 - The committee secretary may request clarification from the committee at any point in the meeting.
 - Immediately prior to adjournment of any meeting, the committee secretary shall have the opportunity to seek clarification on any matter to inform preparation of meeting minutes.
 - The secretary shall prepare a draft of the minutes for committee review in consultation with the committee officers.
 - This draft of the minutes is circulated to the committee for review prior to posting.
 - The committee members shall have a minimum of two business days to review the minutes.
 - If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
 - The minutes are posted in compliance with the university senate bylaws timeline (within 8 calendar days of the meeting).
 - *Except for the minutes of the final meeting of the academic year, the previous meeting minutes are an item on the agenda.*
- **Parliamentary Authority**
 - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Faculty Affairs Policy Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or Faculty Affairs Policy Committee may adopt.
- **Quorum**
 - A majority of the committee membership shall constitute a quorum. (Article IV, Section 6.C)

- **Voting**
 - Voting Members: Each of the thirteen members listed in the University Senate bylaws is a voting member of the committee.
 - Voting Threshold: In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote *assuming the presence of quorum*.
 - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
 - The voting threshold for adoption of a matter to be considered by the committee may be amended by a majority vote.
- **Amendment of these operating procedures**
 - These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered. Any such revision(s) that are approved are effective immediately following the committee vote.