Academic Affairs Council

**MEETING MINUTES**

 Date: Friday, August 21, 2015

 Time: 10:45 a.m.

 Place: ADM Board Room

1. **Call to order**

Ms. Genevieve White called to order the special meeting of the Academic Affairs Council at 9:00 a.m. on Friday, August 21, 2015, in the ADM Board Room.

1. **Roll Call**

***The following council members were present:*** *Jennifer Baine, Phil Ballard, Dr. Mickey Best, Dr. Ken Bridges, Dr. David Carty, Keitha Davidson, Clifford Haak, Ken Kelley, Tonya Kendrix, Francis Kuykendall, Dr. Carolyn Langston, Cindy Meyer, Shakerah Moody, Gayle Norman, Dr. Jennifer Parks, Larry Powell, Dr. Denise Robledo, Jim Roomsburg, Susan Spicher, Karsten Tidwell, Genevieve White, Ray Winiecki, Lena Wood, and Kellye Young*

***The following council members were excused:*** *Sherry Howard and Blake Nolan*

***The following guests attended the meeting:*** *Tyler Keene (proxy for Blake Nolan). Roslyn Turner, Nancy Whitmore, and Marguerite Rodgers-Recorder*

1. **New Business**

Genevieve White opened the meeting by saying that the meeting was to discuss the new Faculty Evaluation Plan, and that Dr. Best would be putting through a proposal regarding committees. No regular business would be conducted.

1. Ms. White also asked if anyone would be opposed to holding the next regular meeting of the Academic Affairs Council (AAC) in October instead of September. Larry Powell made a motion, and Keitha Davidson seconded, that the next meeting of the AAC would be on October 2, 2015. All were in favor.
2. Faculty Evaluation Plan

Dr. Best expressed his appreciation for everyone who worked on the faculty evaluation plan over the summer. He said that this had been a transparent process and open every step of the way. He said it is an organic document and review dates have been built in. He then opened the floor to comments and discussion.
* Jennifer Baine asked about the two changes that were discussed at the convocation session. One was regarding a question from Dr. Carty about online faculty doing overload in the summer. Dr. Best said this should be part of the professional agreement between the faculty member and the dean.
* Cliff Haak asked how the rating numbers were determined. Dr. Best said that the faculty member and the dean determine the categories and the ratings. He said that both numbers can vary.
* Ms. Baine asked if there was an appeals process, and training for the deans. Dr. Best said training will be ongoing, and he would like to make videos of the process.
* Dr. Best said that the professional agreement plan between the dean and the faculty member is very important.
* Mr. Ballard asked how categorical work is different from professional obligations. Dr. Best said the category work is the agreement between the dean and faculty. The obligations are mandated events and activities.
* Francis Kuykendall commented on student services mention on pages 13 and 16. Dr. Best said that faculty should keep track of activities with students and document.
* Susan Spicher asked about peer reviews. Dr. Best said that peer reviewers should report back to the dean, unless it is otherwise stated in the professional agreement with the dean.
* Ms. Spicher also asked about portfolios; were there any guidelines? Dr. Best said that he and Faculty Affairs had agreed that a professional portfolio was a great idea, but it doesn’t replace the process.

Following is a link to the Faculty Evaluation Plan as voted on.



Faculty Evaluation Plan

*Vote: All were in favor of approving the faculty evaluation plan as proposed by the Faculty Affairs Committee*.

1. Shared Governance

Dr. Best discussed shared governance at the college. He said that the more involvement with faculty in varying areas the better it will be. One way to do this would be to have a term limits, where officers are chair, vice chair, and secretary (elected); these offices would be staggered for continuity. The vice-chair would succeed the chair, and the secretary would be responsible for posting minutes; this has been identified as a gap by the HLC committee. The secretary doesn’t have to move up. With term limits the officers would have 3-year terms and then move on. The rotation would show to HLC the commitment to shared governance.

Dr. Best suggested that the current chairs stay in place this year, and that vice-chairs and secretaries are elected. It was noted that the new procedure would have to be written into the APM (Administrative Procedures Manual).

*Motion:* Phil Ballard made a motion, and Larry Powell seconded, that the current faculty chairs stay in place until 2016, and recommended that the Faculty Affairs Committee look at term limits and rotations for the committees, and bring a proposal back to the October meeting.

It was noted that some committees have permanent chairs, and some do not have faculty chairs. Mr. Ballard noted that the Distance Learning Committee is an advisory committee, and it’s not a standing committee for instruction.

*Amended motion:* Motion made by Jennifer Baine and seconded by Jim Roomsburg - to include the council structure in the study that the Faculty Affairs Committee is going to do, and report back to the council.

*Vote: All were in favor of the motion as amended.*
2. **Planning Council Report**

Ms. White said that the council met towards the end of the summer and worked on the strategic plan.

1. **Other Business**
* Dr. Best reported that assessment had moved from the office of Institutional Effectiveness and Advancement to the office of the Vice President for Learning.
* Outdoor Expo is coming up and everyone was encouraged to volunteer, this will be counted as professional development.
1. **Adjournment**

A motion to adjourn was made by Francis Kuykendall, and seconded by Susan Spicher. The meeting was adjourned at 10:00 a.m.

*Minutes submitted by: Marguerite Rodgers*