**Faculty Affairs Committee**

**Minutes**

**October 27, 2016**

**Present:** Lisa Lewis Nancy Whitmore, Chair Linda Bates

 Roslyn Turner Henry Culbreth Jennifer Parks

Meeting called to order at 4:00pm

Minutes of September 22, 2016 approved as distributed.

Jennifer Parks volunteered to serve as secretary of committee.

Robert’s Rules of Order: guidelines for recording minutes was presented by Nancy Whitmore

Report from Academic Affairs Council:

* Mock HLC overview
* Assessment manual was added to APM
* Distance Learning Manual added to APM (has been approved by committee, but not gone through the entire process); Distance Learning trying to take down from the website
* HLC visit November 28-29, 2016: faculty must be available

New Issues

* Need to prioritize faculty issues to be addressed
* Use of sick leave: differences between APM and actual practice in some divisions (15 minute increments vs hour increments vs part/all day)
* Committee meeting absences: committee discussion pertaining to faculty finding their own substitute when they are unable to attend a committee meeting
* Employee health records: committee discussion about college contacting employee’s healthcare provider; and storage/maintenance of health information in compliance with federal guidelines.
* Development of Faculty Senate
* Pay for overload teaching
* Academic rank for faculty
* Number of hours faculty are required to be on campus

Nominating Committee:

 Clarify number of committees faculty are required to serve on

Next Meeting: November 17, 2016 4:00pm East Campus