

# Faculty Affairs Committee

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## MEETING MINUTES

Date: Wednesday, August 16

Time: 1:30 p.m.

Place: Conference Center Murphy II

### I. Call to order

Linda Bates called to order a special meeting of the Faculty Affairs Committee at 1:30 p.m. on Wednesday, August 16th, in Conference Center Murphy II.

### II. Roll Call

- a. **The following committee members were present:** Dr. Jennifer Parks, Peg Cole, Roslyn Turner, Susan Spicher, Doyle Manis, Linda Bates
- b. **The following committee members were excused:**
- c. **The following committee members were absent:**
- d. **The following guests attended the meeting:** None

### III. Approval of minutes from last meeting

There were no minutes presented for approval today. They will be presented at the September meeting.

### IV. Old Business

**Officer Election:** The Faculty Affairs Committee entertained nominations for committee officers. Each nominee accepted the nomination and were voted in unanimously. Our committee officers for 2017-2018 are as follows: Chair – Linda Bates; Vice-Chair – Roslyn Turner; Secretary – To be determined in our September meeting.

### V. New Business

- a. **Committee Membership:** The Faculty Affairs committee reviewed the current committee membership and discussed a need to revise the membership due to changes in the academic reporting structure. The committee approved the following edits to our quorum membership list:
  1. *Remove one Health Sciences Faculty Member and change it to Career and Technical Education Faculty Member (vacant)*
  2. *Add a Continuing Education Staff Member (workforce)*
  3. *Remove the words "Business and IT" from any membership.*

- b. **Committee Functions:** The Faculty Affairs Committee functions were reviewed and discussion about revising said functions ensued. The following changes were addressed.
1. *Removing “as a member of the Academic Affairs Council” from the following statement “In order to insure effective communication, the committee chair will meet regularly with the President as a member of the Academic Affairs Council to discuss faculty-related issues.”*
  2. *Removing this specific function: “Meeting announcements and committee agendas must be published and distributed at least one week in advance and minutes must be published in a timely manner. All announcements, agendas and minutes of all meetings must be placed on file in the office of the Vice President of Academic Affairs.”*
  3. *Adding the specific function: “Perform other duties assigned by the Vice President for Academic Affairs or the President.”*

Vote: All approved.

## **VI. Adjournment**

A motion to adjourn was made by Doyle Manis and seconded. The meeting was adjourned at 2:30 p.m.

*Minutes submitted by: Linda Bates*