

Faculty Affairs Committee

MEETING MINUTES

Date: August 14, 2019

Time: 3:00pm

Place: HSC 150

Members Present: Micheal Champion, Donna Hendricks, Cynthia Meyer, Justin Murphree, Susan Spicher, Jana Wright.

Members Excused: Garrett Trussell

Members Absent: N/A

Guests: Roslyn Turner

Meeting opened by Roslyn Turner- Past Chair at 3:33. Officially turned the chair position over to Susan Spicher.

I. Approval of minutes from the last meeting April 16, 2019

II. Old Business

a. Faculty Evaluation Plan ad hoc committee report

i. Has been passed to Dr. Murders for input from deans

b. Faculty Manual/Handbook draft ad hoc committee report

i. Motion was made by Cindy Meyer to officially name the document the "Faculty Manual" to eliminate the confusion regarding the title. Seconded.

Approved

ii. The Faculty Manual is still with ad hoc committee.

Committee requested that Susan Spicher follow up with Nancy Whitmore regarding the progress on the revisions and then we will decide how to proceed with the process.

III. New Business

a. Election of new Vice-Chair- Micheal Champion was elected

b. Election of new Secretary

i. Motion made by Cindy Meyer to table until membership has been completed. Seconded

Approved

c. Vacancies on the Committee

- i. Career & Technical, Liberal Arts & Sciences, Adult Ed Faculty – Message has been sent to Nominating Committee.
- d. Committee Meeting Times
 - i. Motion made by Micheal Champion to change the meeting times to the Third Thursday of each month at 3:00-4:00 Room Wht 231. Seconded.

Approved

IV. Announcements

- a. Early Alert system will not be available after week 3 of the semester with instructors needing to make all contacts through earlyalert@southark.edu especially if you want to do a WE drop

V. Adjourn

Meeting adjourned at 4:00pm

APPROVED