

# Faculty Affairs Committee Minutes

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Date: October 17, 2023

Time: 2:00 PM

Place: Teams

**I. Call to Order: Keith called the meeting to order at 2:06 PM.**

**Members present included Vernita Morgan, Keith Everett, Sam Allen, Mandi Haynes, Carolyn Albritton, Carolyn Langston, Andy Newman, Ken Bridges, and Bodhi Williams.**

**Guests Attending: Mary Kate Sumner**

**II. Reading and Approval of Minutes from the Previous Meeting:**

**The minutes from the previous meeting were approved without change on a motion by Keith and a second by Sam. They were subsequently forwarded to Mary Kate for posting on the website.**

**III. Andy was unanimously elected Vice Chair on a motion by Vernita and a second by Mandi.**

**Carolyn Langston volunteered to continue as Secretary. On a motion by Vernita second by Mandi, the appointment was approved.**

**IV. Old Business**

- a. Following a discussion of the best day and time for future meetings it was agreed to continue to meet on the second Tuesday of the month and change the time to 4:00 to accommodate those who had afternoon classes.**
- b. Vernita reminded the members that virtual office hours were approved by all required levels of faculty governance and administration. The new policy provides that up to fifty percent of office hours may be scheduled virtually with the approval of deans.**
- c. The edited version of the faculty manual was approved by the committee in a previous meeting and needs to be referred to the Planning Council and Academic Affairs Council for their approval.**

## **V. New Business**

- a. Mary Kate presented the functions, purpose, and membership of the Faculty Affairs Committee. Vernita moved to approve the document as presented and Sam seconded. The motion was passed unanimously.**
- b. Mary Kate asked for feedback on the sessions offered for the next convocation. A survey was sent to faculty, but few replies were received. Among those who responded to the survey, technology training was most frequently requested. In the ensuing discussion, members pointed out that some training is not relevant or needed by all faculty members. It was suggested that training sessions could be recorded and watched as needed. Although sessions were often poorly attended, the committee members did not favor mandatory attendance and regarded it as counterproductive and often useless. Mary Kate asked that faculty continue to send her their suggestions for the sessions to be offered.**
- c. Vernita suggested that online attendance reports should be discussed in future meetings. Keith asked members to send him suggestions for agenda items at the next meeting.**

## **VI. Adjournment**

**On a motion by Vernita and a second by Andy, the meeting was adjourned.**