**Committee Name: Faculty Affairs Policy Committee**

**Meeting Date & Time: Friday, March 3, 2:00pm**

**Meeting Location: Arts & Sciences 116**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Alex Blazer | P | Mary Jean Land |
| R | Robert Blumenthal | P | Barbara Roquemore |
| P | Louis Bourne | R | Patrick Simmons |
| P | Kell Carpenter | R | Christina Smith |
| P | Carrie Cook | P | Ashley Taylor |
| P | David Johnson | P | Tom Toney |
| P | Monica Ketchie |  |  |
| Guests: Kelli Brown |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

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|  Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions  | Action or Recommendations | Follow-Up{including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** |  | Meeting called to order at 2pm |  |
| **II. Approval of Agenda** |  | Approved |  |
| **III. Approval of Minutes** |  | Approved |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| 1. **Student Opinion Survey Instruments**
 | The Student Opinion Survey workgroup (Johnson & Simmons) tentatively proposed the use of a short, simple student feedback form, as well as university-mandated use of class time for students to complete the survey. Barbara Roquemore cautioned the committee of the use of a survey that has not undergone thorough psychometric testing if it is used for personnel decisions. |  |  |
| 1. **Peer Teaching Evaluation**
 | The workgroup (Roquemore, Ketchie, Land) recommended that GCSU begin a pilot program whereas 2 people per college do training with CTL in the fall, then begin performing evaluations in the spring.  |  |  |
| 1. **T&P Task Force**
 | Nothing new to report. |  |  |
| 1. **T&P Policies**
 | New language is needed in the T&P policy. | Committee voted 8-0 to send to the senate a policy recommendation to change T&P language (“The faculty member may respond within 10 days”) |  |
|  |  |  |  |
| **V. New Business**Actions/Recommendations |  |  |  |
| 1. **Evaluation of Administrators**
 | Provost Brown proposed the use of a centralized external “360” reviewer for senior administrators every 5 years. | Additional discussion needed. |  |
| 1. **Review of Standing Committee Scope**
 | Not yet discussed, will be taken up at our next meeting. |  |  |
| VI. Next Meeting |  | Friday, March 31 at 2:00pm in A&S 116 |  |
| VII. Adjournment |  | Meeting adjourned at 3:15pm |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website