**Committee Name: FAPC**

**Meeting Date & Time: November 3, 2017, 1400 - 1500**

**Meeting Location: A & S 116**

**Attendance**:

|  |
| --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | David Johnson (Chair) | R | Krystal Canady |
| R | Ashley Taylor (Vice Chair) | P | Ji Seun Sohn |
| P | Sarah Handwerker (Secretary)  | P | Huaiyu Wang |
| P | Hedwig Fraunhofer | P | Kell Carpenter |
| P | Joanna Schwartz | P | Carrie Cook  |
| P | Tom Toney | P | Robert Blumenthal  |
| P | Linda Golson Bradley |  |  |
| Guests |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  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** |  | Committee called to order at 1400.  |  |
| **II. Approval of Agenda** | Agenda sent to committee members prior to meeting by David Johnson.  | Motion to approve agenda by Joanna Schwartz. Second from Hedwig Fraunhofer. All committee members present voted to approve agenda.  |  |
| **III. Approval of Minutes** | October 6, 2017 minutes sent to committee members prior to meeting by David Johnson.  | Motion to approve October minutes by Kell Carpenter. Second from Robert Blumenthal. All committee members present voted to approve minutes. |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| **1. Peer Teaching Evaluation Pilot Program**  | David Johnson met with Steve Jones and Jeannie Sewell from CTL to discuss and review the drafted document describing the Peer Teaching Evaluation Pilot Program. CTL leaders viewed the draft favorably but did suggest that the word “evaluation” be changed to “observation” in several places throughout the document. This was to ensure that faculty viewed this program as a formative tool rather than a summative assessment. Prior to the meeting David Johnson edited the draft (as suggested by CTL leaders) and sent to all FAPC committee members. All members present at this meeting reviewed the draft and agreed with the edits; a few additional edits to wording were made at the meeting as well. David plans to include supplemental documents from CTL when this motion is sent forward. Also he has asked that a CTL leader be present at the senate meeting when this motion is presented.  | Motion to send the newly revised Peer Teaching Observation Pilot Program to senate made by Robert Blumenthal. Second by Joanna Schwartz. All committee members present voted to send this document/recommendation to senate at next meeting as a motion.  | David Johnson will enter a motion for adoption of the Peer Teaching Observation Pilot Program to Faculty Senate.  |
| **V. New Business** |  |  |  |
| **1. Policy issues regarding Study Abroad Courses** | An issue was brought to David Johnson for FAPC to review relating to study abroad. After explanation from David regarding the issue, it was evident that two components were involved: A) Compensation for study abroad courses (including preparation) and, B) Authority to activate/deactivate study abroad courses. Each item was discussed in relation to the situation. Compensation for study abroad course preparation and leadership is paid based on a formula; this is calculated in the business office. In regard to the situation under review, the formula was miscalculated (and then subsequently corrected). The faculty member felt that payment should include preparation for study abroad trips and suggested that the study abroad preparation and leadership be compensated the same as the bridge program. The second item of discussion – activation/deactivation of study abroad courses was also discussed. In the situation under review, after questions about compensation were brought by a faculty, the possibility of cancelling the study abroad course was made (from the faculty member’s unit director).  | FAPC discussed both items and agreed that the Director of the International Education Center should make recommendations and/or decisions on faculty compensation for study abroad. Also the business office should do calculations based on these recommendations. David Johnson has notified the Interim Director of the International Education Center of the matter. For the second item, FAPC committee members discussed that activation and deactivation of courses within a department/unit are the responsibility of the unit director, however if a faculty member feels that a course was unjustly cancelled, a grievance can be filed with GCSU Human Resources. FAPC members present feel that this is more of a personnel matter rather than a policy matter.  | David Johnson will advise involve parties of FAPC discussion on this matter.  |
| **2. Professor Emeritus Status**  | Tom Toney brought forth an issue regarding benefits of receiving Professor Emeritus status after retirement from GCSU. He received an email from a recently retired faculty member that stated that his GCSU email and Unify access had been deactivated very shortly after retirement. The faculty needed both of these resources to continue to write recommendation letters for students. It was noted that other retired faculty and staff have maintained their GCSU email accounts. Compensation for retired faculty who work as adjunct after retirement was also discussed. As of now there is no set policy on benefits of having Professor Emeritus status at GCSU. Tom Toney stated that FAPC had previously drafted a policy on Professor Emeritus status.  | FAPC committee members present agreed that Professor Emeritus status should include maintaining access to GCSU email and library access. | Tom Toney will locate the previous FAPC work/policy draft on Professor Emeritus status. He will bring this to the next FAPC meeting and/or send to FAPC committee members via email. David Johnson will bring up Professor Emeritus status at ECUS meeting and get feedback. |
| **3. Informational items on new Senate Statutes and By-laws** | David Johnson encouraged all FAPC members to review the edits to senate statutes and bylaws. Discussion occurred over who was editing the statutes and bylaws.  | No actions on this matter, at this time.  | David Johnson will express FAPC committee members’ concerns about statutes and bylaws to ECUS as they are given.  |
| VI. Next Meeting | Next meeting is scheduled for Friday December 1st from 2-3:15 PM.  |  | David Johnson to notify/remind committee members of location for next meeting.  |
| VII. Adjournment | Meeting adjourned at 1500 | Kell Carpenter motioned for adjournment and Sarah Handwerker seconded. All committee members agreed. |  |

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

First: To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name:**

**Committee Officers:**

**Academic Year:**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

|  |  |
| --- | --- |
|  |  |
| Meeting Dates | Date 1 | Date2 | Date3 |  |  |  |  |  |  |
| Member Name 1 |  |  |  |  |  |  |  |  |  |
| Member Name 2 |  |  |  |  |  |  |  |  |  |
| Member Name 3 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)