**Committee Name: Faculty affairs policy committee**

**Meeting Date & Time: Friday, February 10, 2023 2:00 p.m.**

**Meeting Location: Zoom Virtual Meeting Room**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Stephanie Jett (chair) | P | Aric Wilhau |
| P | Holly Croft (secretary) | P | Olha Osobov |
| P | Peter Rosado (vice chair) | P | David Weese |
| A | Frank Richardson | P | Chris Clark |
| P | Matt Milnes | P | Winston Tripp |
| R | John Marshall Smith |  |  |
| P | Huaiyu Wang |  |  |
| Guests: Holley Smith (Provost’s Office), Jennifer Flory (ECUS) |
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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 2:00 p.m. The meeting was hosted by Stephanie Jett via Zoom. |  |  |
| **II. Approval of Agenda** | The agenda and operating procedures were approved in the first minutes of the meeting. |  |  |
| **III. Approval of Minutes** | August was not an official meeting, so there were no minutes. |  |  |
| **IV. Old Business/Review of****Actions/Recommendations** | The Amorous Relationship policy from last year was mentioned, and Dr. Jett had not yet heard back from Carol Ward | RPIPC Chair Brad Fowler has asked Legal Counsel, Brett Montroy, to review the current policy before we proceed with any additional review. |  |
| **V. New Business**Actions/Recommendations |  |  |  |
| **1. Emeritus Faculty Policy Discussion with Dr. Holley Roberts and Dr. Jennifer Flory** | **Current policy*** Allows faculty to be nominated by someone (can include themselves)
* Must be done within 30 days of retiring
* There is a grandfather clause which circumvents the current policy as intended

**Issue: There have been some submissions well after 30 days, to include many years after the fact, which have still qualified under the grandfather clause*** Dr. Roberts pointed out that there needs to be a consistent policy that her office can communicate out to retiring faculty who wish to gain emeritus status.
* Dr. Milnes asked about the 30 days, and several committee members agreed that the current timeframe felt restrictive. He then looked at BOR policy to see if that was a GCSU or system-imposed timeframe. Very few schools have any policy mentioned for emeritus faculty, but there isn’t a timeline dictated by BOR.
* Dr. Jett suggested the committee review policies from other universities.
* Dr. Roberts pointed out that the 30 day timeline was not changed in the 2021 update to the emeritus faculty policy
* Dr. Jett suggested striking the paragraph containing the grandfather clause, but Dr. Wang pointed out that doing so now would mean there was no second chance for faculty who miss the 30-day deadline.
 | The committee will look at other universities’ policies to determine what other timelines look like and move forward with further discussion. The current policy remains in place in the interim. |  |
| 2. Final Exam Policy | **Current policy*** “The final assigned assessment of any class should be scheduled (or due) during the finals week whenever possible.
* Classes that do not meet during the established meeting times should select their final exam time on the class time that most closely matches the start and end times for their class. For example, a class meeting on Mondays and Wednesdays from 9:30-10:45 a.m. could use the 9 a.m. MWF or the 10 a.m. MWF final time, because it would be impossible for a student in that class to have another final at that same time period.
* The final exam schedule may not be changed without the approval of the faculty member’s department chair and college dean. Faculty who need longer periods in which to give their final exams should contact their chair and dean and request to use either the Saturday before finals or Friday afternoon between 1:00 and 5:45 p.m. for this purpose. These changes must be approved in advance and posted in the instructor's syllabus. Instructors who receive approval to change their final time should also consult department staff to ensure that classroom space is available.
* Students with exam conflicts or three scheduled exams on the same day may request substitute final times from his/her/their instructors. To do so, the student must contact his/her/their instructors at least 14 calendar days in advance of the exam day.
* Students should consult their class syllabus to confirm the time of their final exam.” <https://www.gcsu.edu/sites/default/files/documents/2023-07/Final_Exam_Schedule_Fall_2023_2023-07.pdf> (Updated 7.11.2023)

**Issue: A faculty member brought the issue to Dr. Roberts as an academic freedom challenge. The faculty member’s understanding what that they had to do something during the assigned exam period.** * Dr. Roberts noted that every policy related to final exams comes from the Registrar’s Office.
* Members of the committee felt like this was a departmental issue, as most colleges left whether or not to hold a final exam during the assigned period as the professor’s discretion.
* Dr. Weese suggested that the wording be changed from “3 exams in a day” to “3 exams in a 24 hour period” because they were not necessarily the same thing.
* Dr. Roberts agreed to change it.
* Dr. Jett asked if we wanted to loop APC into this discussion? Most members said no.
 | At the September 6, 2023 ECUS meeting, the Provost expressed concern that some members of the faculty were holding exams or the final class activity before the exam period, which effectively ends instruction before the end of the semester.From Dr. Roberts: "Although there are special courses where a final examination of the regular type may not be appropriate, each student must be provided the opportunity to complete a final examination/final course activity or project as part of the completion of a full instructional term. Each instructor has the authority to design and administer the final examination/final course activity or project in whatever manner is appropriate. Additionally, the instructor has the authority to structure the course syllabus and content so that the final examination/ final course activity or project may be a summative evaluation of the entire term's work or a portion of the term's work. Take-home exams/ final course activity or project are permissible as long as these exams/final course activities are not due earlier than the final examination time slot as assigned by the University Registrar."Dr. Jett noted in an email to committee members after the ECUS meeting that the committee might need to clarify that the term doesn’t end until after final exams. |  |
| **3. Post-Tenure Review** | Dr. Flory and Dr. Roberts presented the post-tenure review changes that were implemented by the BOR in July. The provost had asked if FAPC and the University Senate might endorse the new policy.* This is not a policy that is being set by FAPC or University Senate, so there was discussion as to whether or not the committee should do anything. Dr. Jett agreed to share what she learned from the upcoming ECUS meeting.
 | Dr. Jett sent a follow-up email to committee members on September 6, 2023 with updates from ECUS’s discussion of PTR.* The policy will go into place regardless of anything FAPC or the University Senate do.
* There are only two avenues forward:
	+ It goes forward as an informational item in the Senate so everyone is made aware of the changes OR
	+ FAPC introduces the changes with a motion to have the Senate approve/endorse the policy despite the fact that the committee neither wrote the policy nor had any say in its enactment.
* Dr. Jett pointed out that it’s the appearance of shared governance when it was not the case at all and suggested we discuss how to move forward at the next FAPC meeting.
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| VI. Next Meeting | Friday, October 6, 2023 at 2 PM via Zoom. | From the ECUS meeting, Dr. Jett notes two other issues that FAPC needs to review:1. The number of courses evaluated by SRIS
2. Equitable compensation for overloads AND equitable course releases and/or compensation for coordinators of programs
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| VII. Adjournment | Meeting adjourned at approx. 3:15 PM. |  |  |

**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**

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| Meeting Dates | 8/8/22 | 9/2/22 | 10/7/22 | 11/4/22 | 1/6/23 | 2/10/23 |  |  |  |
| Sabrina Hom (chair) | P | P | P | P | P | P |  |  |  |
| Stephanie Jett (secretary) | P | P | P | P | P | P |  |  |  |
| Frank Richardson (vice chair) | P | P | A | P | P | P |  |  |  |
| Christopher Clark | P | P | R | P | P | R |  |  |  |
| Matt Milnes | P | P | P | R | P | P |  |  |  |
| Holly Croft | P | P | P | P | A | A |  |  |  |
| Hank Edmondson | R | A | R | P | P | A |  |  |  |
| Robert Blumenthal | R | R | P | P | R | A |  |  |  |
| Peter Rosado-Flores | R | P | P | P | P | R |  |  |  |
| Olha Osobov | A | P | P | P | P | P |  |  |  |
| Jinkyung Park | A | P | P | P | R | P |  |  |  |
| Stephen Rutner\*  | A | P | P | P | A | ----- | ----- | ----- | ----- |
| Melanie DeVore | P | P | R | P | R | P |  |  |  |
| Karl Manrodt\*\* | ----- | ----- | ----- | ----- | ----- | P |  |  |  |

\*Appointed after 8/8/2022

\*\*Replaced Stephen Rutner at 2/10/23 meeting

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

(Including this Approval by chair at committee discretion)