

University Faculty Affairs MEETING MINUTES

April 23, 2018

12:00 PM – 1:00 PM

Warren Lawless Conference Room

CHAIR: Rodney Hicks

MEMBERS Present:, Casey Chaney, Malika Kachani, Pen-Jen Lin, Kabir Lutfy

ABSENT: Joshua Cameron, Edward Goering,

NON-VOTING MEMBERS: Elizabeth Rega

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Actions
1. Call to Order	Meeting was called to order at 12pm.	
2. Approval of Previous Minutes 03-26-18	Two edits were made. "Dr. Hicks put together a letter to send to the provost <i>Provost</i> to request a task force to help develop criteria for Faculty Evaluations" "There are certain individuals that have not yet reached that point, who may have came <i>come</i> here to found one of the founding colleges	Dr. Hicks motioned to approve the minutes as amended, Dr. Chaney seconded; all were in favor.
3. Faculty Award Nominations	At the last Senate meeting, it was brought up but no decision was made if the Senators should be eligible to be nominated for the awards. The Academic Senate should be the one to decide this because if UFAC does, it will be seen as self-serving. A second meeting will be scheduled on Wednesday, May 16 th from 12pm – 2:30pm to go over the nominations. The committee will try and recruit Senators to help with the nominations.	
4. Faculty/Administrator Evaluations and Task Force Recommendation	The University is looking into hiring an external company for a Leader Evaluation Assessment Development process. It is in the early stages of development right now, not a lot to share at this moment. Dr. Kachani suggests that this committee prepares a paragraph in the University Handbook on the administration evaluation and on the faculty evaluation. Dr. Kachani will draft something and submit it to the committee. Dr. Gugelchuk approved the task force and said that Human Resources should not be involved in the beginning stages.	
5. Preceptor Access for Library Services	If an adjunct wants library privileges, they contact their Department Chair, the Department Chair sends it to the Dean, and then the Dean sends it to Beverly Carter. There is an eight step process of recommendation, approval. It mentions that it needs approval from the department P&T committee, which it should not need as it seems like an extra step. The college needs to, internally, identify who needs the access, create the paperwork, and then send it forward. The policy is that they go through the National Practitioner Data Bank and review everyone through that. Beverly Carter correlates the packet and takes it to Dr. Gugelchuk to review and sign. Once signed, Beverly will put it in a folder of everybody that has been approved. The packet consists of a generic memo, a checklist, a two page application along with their CV. The application process seems a bit tedious, the Dean should be able to sign it and that's it. We should look for a new way for this to be done, less paperwork. Dr. Hicks will send the forms to Ms. Rodriguez to upload onto the OneDrive.	

6. College Guidelines	The college guidelines, the new word for the College handbooks, are due on April 30. They will be reviewed at the May 21 st meeting. Once received, Ms. Rodriguez will upload the guidelines to the OneDrive. The committee will try and recruit senators to help with reviewing the guidelines. The meeting will be extended to 11am – 3pm.	
Next Meeting	May 21, 2018 - Warren Lawless Conference Room, AAC	
Adjournment	The meeting was adjourned at 1pm.	