

## FACULTY AFFAIRS COMMITTEE MINUTES

**DATE:** November 9, 2016

**TIME:** 3:00 p.m.

**LOCATION:** Sanders Hall Conference Room

**Members Present:** James Gadberry, Susan Owen; Scott Cox; Laura Lynn Kerner (proxy for Teresa Wanbaugh); Del O'Neal; Kim Roberts; Yvette Bolan; Sean Busick; Ronald Merritt

**Members Absent:** Bill Wilkes; Amanda Branscombe; Rosemary Hodges, Debbie Keiley

Dr. Gadberry convened the meeting of the FAC at 3 p.m. on November 9, 2016 in Sanders Hall Conference Room. Minutes from the October 19th meeting were approved.

Dr. Owen distributed copies of the work she and Jackie Gooch did to streamline the materials for tenure and promotion. The materials consisted of one application for promotion and tenure, a policy for tenure, a policy for promotion, and one guidelines document that contains the procedure for tenure and promotion and mid-tenure review. The committee approved the changes and, as discussed in the previous meeting, voted to change the title of "3<sup>rd</sup> year review" to "mid-tenure review." A few editorial changes also need to be made

Del O'Neal distributed copies of a portion of the Distance Learning policy that deals with maximum class size. He explained that an ad hoc committee to review the statement and the committee made suggestions. The revisions were sent to the Senate who forwarded them to the FAC for review. Other changes to the policy were sent to the Academic Affairs committee for their review. The following statement was suggested: "No distance learning class section of the same course should have more than 25 students until all distance learning course sections for the course have reached the 25 limit." After discussion, the revised statement regarding maximum class size in DL classes was accepted.

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Meeting was adjourned.