2013-14 University Committee on Faculty Affairs

MINUTES - Draft

Tuesday, September 24, 2013

Members Present: Gerald Aben, Nicole Buchanan, William Donohue, Anita M. Ezzo, Melanie Helton, Della Hughes, Brian C. Kalt, Gerd Kortemeyer, Daniel B. Kramer, Karl Olson, Rod Phillips, Ralph Putnam, Jonelle Roth, A. Mahdi Saeed and David Sheridan.

Ex Officio: Terry Curry, David Byelich.

Others: Sheila Teahan, Donna Zischke.

Call to Order: Dr. Donohue called the meeting to order at 1:04 pm

Approval of the Agenda: Dr. Aben made a motion to approve the meeting agenda supported by Dr. Olson. The motion carried.

Approval of Minutes: Professor Helton made a motion to approve the Minutes of September 10, 2013 seconded by Dr. Putnam. The motion carried.

New Business

1. Human Resources – Renee Rivard and Chris Hanna
   a. Renee spoke about the Open Enrollment for Benefits beginning October 1st. There is a Benefits Fair October 15, 16 and 17 for staff to go and ask questions about their benefits.
   b. Chris stated that a benefits FAQ page is coming out this coming week.
   c. Renee and Chris gave an update on ACA as the law is being implemented.

2. Appointment, Reappointment, Tenure and Promotion Recommendations – Professor Terry Curry stated that both the UCFT and UCFA are reviewing this document – it’s part of a regular annual review. The document was passed to the Personnel Policy Subcommittee.

3. Forms D-1 and D-11 – Professor Curry briefly reviewed these forms. Form D-I, Additional Information, is new; Form D-II, Summary Information, is revised. These forms are used in reviewing faculty activities.

Old Business

1. Review of International Student/Faculty Survey – that will be reviewed and discussed during the October 8 UCFA meeting. Dr. Peter Briggs will be attending UCFA to listen and discuss points on the survey.

2. Post-tenure review and faculty evaluation – Dr. Donohue gave a brief overview of last year’s trials in getting a policy in place.

3. Campus security, Human Resources, and some other topics that are of interest to UCFA and are pertinent will be on the agenda in upcoming UCFA meetings.
Announcements
1. William Donohue
2. Terry Curry
   a. Professor Curry reported that the Provost search is in progress as well as the search for the Dean of International Studies and Programs.
3. Sheila Teahan – no report
4. David Byelich – Mr. Byelich reviewed the Enrollment Report and shared some facts, such as:
   a. 78% of total undergrads are state residents
   b. 49,300 regular student and 800 law college students totaling 50,120 students
   c. 7,840 students attending MSU for the first time.

Subcommittee Reports
   Budget: No report was given.
   Personnel Policy: No report was given.

Other Questions No other questions were noted.

Professor Helton did excellent advertising for the College of Music. She also sang a short piece from Craig’s List for the ending of the UCFA meeting.

Adjournment: UCFA adjourned to subcommittees at 2:15 p.m.

Respectfully submitted,

Elva Boyles
Recording Secretary