(1) Call to Order

The Faculty Affairs Committee ("the Committee") was called to order at 9:00am on Friday, March 29, 2024 on Microsoft Teams.

(2) Roll Call

Present	**Not Present**
• Buffenmyer, Luke	• Bryan, Jeffrey
• Causey, Kelly	• Camara, Louis
• Frazier, Javan	• Lanning, Rebecca
• Fuller, Dawn	• Seol, Jongho
• Funches, Amanda	
• Hagler, James	
• Hornung, Chris (Chair)	
• McRae, Rod	
• Obinyan, Evaristus	
• Wallace, Steven	
• Watson, Annie (Recorder)	
• Whiddon, Kelly	

(3) Approval of the Agenda

Dawn Fuller moved to approve the meeting's agenda.
- **James Hagler** seconded the motion.
- The motion **passed unanimously**.

- **Hornung** noted that the biology major is not required to offer any courses online, and none of their online courses are offered online.

- **Buffenmyer** suggested that in his department, it could be a function of lack of physical space for in-person courses.

- **Wallace** shared that this is an enrollment initiative imperative—online courses are required if the degree is supposed to be an online degree.

Whiddon reminded the Committee that the field matters (with regards to in-person office hours)—members of some fields are not going to be able to do other work while waiting in their office during office hours.

Hornung suggested that it could be up to departments to negotiate the kinds of office hours that faculty members should offer, although the concern is a chair that isn't willing to negotiate with their faculty.

Fuller suggested a cap of 8 hours, with 2 of those optionally online.

- **Whiddon** asked **McRae** how administration would perceive this proposal, given the focus on campus presence.

- **McRae** suggested that there is a framing issue here, where campus presence is not meant to be punitive—this is meant to be an opportunity for student success ("come to my office hours so that we can discuss this, and I can offer you assistance" versus "you're in trouble; come see me later").

- **Annie Watson** reminded the Committee that the original discussion on this policy had included the concern of faculty members teaching remotely who cannot or should not be required to come to campus for office hours.

Hornung suggested that the simplest solution could be removing the "in-person" phrase and asked if the Committee would prefer to take this option or defer the issue to next year's Committee.

Buffenmyer asked to clarify the form that online office hours take—is it that there are virtual meeting rooms set up to meet or that faculty members can respond to emails during that time or some other option?

- **Whiddon** noted that the Committee doesn't necessarily need to address this in the policy.

Kelly Causey noted that in Education, the needs of different cohorts are different. Juniors are always together and in person, and seniors are always online. Because everyone's needs are so different, trying to micromanage the wording means that some faculty member's needs are going to be left out. She asked if it would be possible to let departments do the heavy lifting of setting detailed policies and plans—and then address policy infractions at the same level. She asked if

there was a widespread phenomenon of faculty members not making office hours accessible to their students.

- **Hornung** responded that he doesn't have evidence of such widespread problems and added that during the review of other institutions' policies on the matter, he found that many did not include a policy in their faculty handbook.

Whiddon moved to remove the "in-person" clause from the current office hours policy and adding a phrase about negotiating specifics with direct supervisors.
- **Steven Wallace** seconded the motion.
- The motion **passed unanimously.**

Hornung asked if the change would need to be sent through the Faculty Senate.

- **Wallace** confirmed. While editorial changes do not need to be confirmed, substantive changes do.

(B) Faculty Awards

Chris Hornung thanked the Committee for taking the time to review the award materials. The process was completed on time and submitted to the Provost's office. He clarified that when voting, someone with more first-place votes won outright. If there was a tie, he incorporated second-place votes, and if there was still a tie, he incorporated third-place votes. He suggested that next year, the Committee could consider weighting votes differently (where first place votes earn a certain number of points, second place a smaller number of points, etc., and the winner is calculated by adding up all of the points each nominee received). He noted that some approach to breaking ties is required—ranked choice (like this year), the points system, or runoff voting.

Steven Wallace suggested that if someone gets at least 50 percent of the first-place votes, they should win. However, there could be cases where someone receives more first-place votes than anyone else (but still very few votes overall and no other votes) and someone else receives no first-place votes

Hornung noted that he started the awards process earlier this year based on the advice of the

that are developed. These documents (if produced) will be recorded on OneUSG. He called for feedback on the forms.

Kelly Whiddon shared that the forms look like a great way to gather all of the necessary information. However, they do look like a lot of work for the chair.

Hornung agreed and added that this approach is meant to standardize the process across departments and remove the mystery from the situation. He asked the Committee to email any further feedback on the forms directly to him.

(B) Faculty Handbook Sections 4.06 and 4.07.02 and Portfolio Statement

Chris Hornung shared that parts of the current faculty handbook (on promotion and tenure) do not match with the USG Board of Regents policy. The Provost's Office has requested the handbook to be updated accordingly. He proposed removing the current (outdated) quotes from the Board of Regents policy and replacing them with the updated policy language.

Javan Frazier moved to approve the changes.
- **Dawn Fuller** seconded the motion.
- The motion **passed unanimously.**

(6) Next Meeting

The Committee's next meeting will be Friday, April 26 at 9:00am on Microsoft Teams (if necessary).

(7) Adjourning

Javan Frazier moved to adjourn the meeting.
- **Luke Buffenmyer**.
- The motion **passed unanimously**.