Call to order

Dr. Joyner called to order the regular faculty meeting of the College of Health and Human Sciences at 3:00 PM on December 2, 2016 in Hollis Room 0108.

Agenda Items

1. Welcome Call to Order

2. Policy on Outside Professional Activities

   Dr. Joyner reported the College will be putting in place a policy regarding outside professional activities. Dr. Joyner noted a vote on the policy will be held early next spring. Dr. Joyner noted the University already has a policy in place regarding this issue therefore the College policy will follow the University policy that is currently cited in the Faculty Handbook. Dr. Joyner noted CLASS is the only College that currently has a college policy in place regarding outside professional activities therefore their policy was used as a reference in the development of the CHHS policy. Dr. Bigley asked about wording in the first paragraph of the College policy. Dr. Joyner noted on the last page the policy there is a citation from the University policy in that faculty submit in writing things related to their profession. Dr. Joyner noted faculty will submit requests to their school chair and the school chair will consult with the dean to make a decision. Dr. Bigley asked about faculty workload and what 60, 30, 10 equates to in hours. Dr. Joyner noted 60, 30, 10 is the percentage of the faculty’s workload and faculty work however long it takes to get the job done. The question was asked if the policy included summer. Dr. Joyner noted no. Dr. Harris asked for thoughts on examples of conflict of commitment and did it include items like not making office hours and poor performance on student evaluations. Dr. Joyner noted yes, everything can be included even faculty not showing up for faculty meetings. Dr. Joyner noted there will be an appeal process and the Provost will be available to help resolve any conflicts. Dr. Hamilton asked if this policy will be inclusive of offices faculty were elected to. Dr. Joyner noted no. Dr. Joyner noted each case will be processed individually and consequences for not reporting will be case by case. The question was asked if approval would be needed every year. Dr. Joyner reported after discussing this with School Chairs, it was decided that approval will be needed yearly.

   Dr. Joyner reported another piece regarding the approval of outside professional activities is whether the activity competes with the mission and vision of the unit. Dr. Joyner provided an example of an individual teaching for another university with same unit. Dr. Munkasy asked how far in advance approval needed to be sought. Dr. Joyner noted as soon as possible. Dr. Bigley asked for clarification on
why is was ok to sell jewelry but not work in your professional discipline. Dr. Hall noted permission was not needed to sell jewelry but that does not mean it cannot impact an individual’s work performance. Dr. Hall asked if those who taught FYE needed to get approval. Dr. Joyner noted in many cases the school chair does not know an individual is teaching FYE until he/she receives notification to sign off on payment for the faculty. Dr. Joyner noted for faculty to let their school chair know ahead of time that they will be teaching FYE. Dr. Zwald asked if faculty were limited to how many FYE they taught and has teaching FYE been an issue in the past. Dr. Joyner noted yes and that FYE courses needed to be spread out among faculty. Dr. Anderson asked why FYE is not included in a faculty’s workload. Dr. Joyner noted that schools have to be able to cover classes. Dr. Bigley noted faculty are paid for FYE. Dr. Riggs-Deckard noted faculty also do not get thesis hours counted in workload and faculty should understand that this is extra that is the reason why they are compensated for it. Dr. Bigley noted that if chairs have to approve FYE than they would also need to approve honors courses. Dr. Hall noted a statement regarding FYE could be added to the policy. Dr. Wolfe noted he thought the policy is for outside work. Dr. Li noted that the word “outside” references anything done outside the faculty’s normal contract not just outside of campus therefore everything outside the faculty’s contract should be considered. Mrs. Phillips noted more faculty are needed to teach FYE and when faculty teach FYE the faculty member has to provide their supervisor therefore the supervisor should be contacted. Dr. Graf noted teaching FYE is an amendment to the faculty’s contract. Dr. Joyner noted additional pay is not calculated in to merit. Dr. Joyner noted the policy is not to stop individuals from doing activities but for the College to have a better understanding of who is doing what.

3. Announcements
   a. Search Updates (Provost, Associate Dean)

      Dr. Joyner noted the College currently has 14 active searches and most of the searches are at the point of intensive screening. Dr. Joyner noted he and Dr. Garto are on the Provost Search Committee and they have submitted their comments regarding the job ad but have not heard anything back. Dr. Joyner noted candidates for the provost search should be on campus in late February or early March. Dr. Joyner reported committee members for the associate dean search will be conducting phone interviews next week and candidates will be campus early next semester.

   b. New Building Update

      Dr. Joyner reported faculty housed in Building 211 and 212 and recreation faculty in the SHE Building will be moving on December 12 so that the temporary buildings can be removed.
c. **SoTL Award and Fellowship**

Dr. Joyner reminded attendees of the deadlines for the SoTL Award and Fellowship

d. **Electronic P&T Portfolios**

Dr. Joyner noted the P&T Committee is wanting P&T portfolios electronic. Dr. Joyner noted Kim Harp is working on this and hopes the electronic format will be ready next year. Dr. Joyner noted if a faculty member is electing a review but it is not their time to go up, they need to let their chair know so that a meeting can be scheduled to discuss the external review.

e. **Grade Submission**

Dr. Joyner reminded faculty to have grades submit on time and contacting the Registrar’s Office is not permission to submit grades late. Dr. Joyner noted grades are due 48 hours after last final is given.

f. **CHHS Holiday Luncheon**

Dr. Joyner reminded attendees the CHHS holiday lunch will be held Wednesday at noon and to RSVP to Caroline Glover.

4. **Questions**

Dr. Todd reported in Faculty Senate, the President and Provost discussed the idea of a Director of Graduate Studies instead of a dean. Dr. Joyner noted Dr. Cone compiled a list of job duties for the position and the duties did not meet the level of a dean. Dr. Joyner noted some individuals are concerned that having a director instead of a dean is less prestigious but he does not feel this is a concern.

Dr. Gregg asked about the progress of the CHFD master’s program. Dr. Joyner noted Dr. Johnson is making a few changes and will send it forward. Dr. Joyner noted it will be sent to the BOR this year.

Dr. Dubert asked about an update on the potential merger with Armstrong. Dr. Joyner noted there was nothing official and if it was to happen it would be interesting as Armstrong has one of the largest health science programs in the state. Mrs. Phillips noted the President stated that the decision would be up to the BOR to decide. Mrs. Phillips noted since the President was doing away with VP positions to save money has discussion been held in regards to what the savings would be used for. Dr. Joyner noted at the Town Hall, the President noted the savings would be used for new faculty lines.
Dina Walker-DeVose asked if any discussion has been held regarding the professor watch list. Dr. Joyner noted this has not been brought up at any meetings.

**Adjournment**

Dr. Joyner adjourned the meeting at 3:50 PM  
Minutes submitted by: Kim Harp  
Minutes approved by: [Name]