Call to order

Dr. Joyner called to order the regular faculty meeting of the College of Health and Human Sciences at 4:00 PM on April 25, 2016 in Nursing/Chemistry Building Room 1207.

Agenda Items

1. Welcome Call to Order

2. External Review Policy

Dr. Joyner noted that he has received several comments regarding the external review process and wanted to clarify a few items. Dr. Joyner reported that the process was electronic. Dr. Joyner reported that external reviewers need to be equal to or higher than the position the individual is wanting to go to. Dr. Joyner noted that the institution for which the external reviewer works must be at the same level as Georgia Southern University or better.

Dr. Susan Sanders asked if a list of Universities that were like minded to Georgia Southern University could be developed. Dr. Joyner noted that a list could be generated and that there is an official list on the University’s website and schools could develop their own if needed. Dr. Alice Hall noted that the Carnegie website also has a list. Dr. Joyner noted that the process for external review has started and in most cases the responses have been positive. Dr. Joyner reminded attendees that the deadline for having material submitted to their chair was May 15 and the deadline for material to be received back from the external reviewer was August 1.

Dr. Li Li asked about giving the chairs flexibility to add external reviewer’s names to the faculty’s list. Dr. Amy Jo Riggs stated that in the policy, chairs must contact faculty regarding the addition of names and that they must work together in order to ensure that the faculty does not have a relationship with the external reviewer. Dr. Li asked about having a general list of questions across the board that could be sent out to external reviewers. Dr. Riggs noted that there was no way to create one general list of questions due to each Schools guidelines being different. Dr. Riggs noted that the examples of effectiveness included in the policy was a tool that could be used to send to external reviewers. Dr. Brent Wolfe noted that not having set questions allows external reviewers to interpret guidelines and go different ways. Kathy Anderson responded that she thought each school was sending their tenure guidelines. Dr. Ellen Hamilton noted that the external reviewer would also be receiving samples. Dr. Joyner reported that the College needs to see how the new policy will work and that the policy can be
revisited once letters are received back. Mrs. Anderson asked which guidelines individuals were using. Dr. Joyner noted that those going up for promotion will use the College guidelines and those hired after 2014 will use the School guidelines. Mrs. Anderson suggested sending out the guidelines the individual is being evaluated on when packet is sent to the external reviewers. Dr. Hall noted that some of the guidelines are comer sim and would not be helpful. Dr. Riggs noted the examples of effectiveness act as guidelines and that individuals do not have to meet all of them. Dr. Joyner noted that there were not enough faculty present for a vote on the external review policy therefore there would be a ballot sent out electronically.

3. Merit and Budget Update

Dr. Joyner reported that the Senate has approved a three percent merit raise. Dr. Joyner reported that the chairs have made recommendation between zero and five percent and that he has provided these recommendations to the Provost. Dr. Joyner noted that faculty will receive letters informing them if they received a merit raise and if so the amount.

Dr. Joyner reported that the University will be receiving no new money this upcoming year but the President has said that there could be some redirection of money within the University. Dr. Joyner noted that he believes the College is in a good position to receive additional funds as the College’s enrollment was up last year.

Dr. Joyner reported that he is hoping to get back vacant positions for the next year and he has also submitted a request for new positions that are needed. Dr. Joyner noted that it would be about a month before he would not know about the positions therefore the Schools would need to look at filling the positions temporarily for next year since there would not be enough time to complete a search before August.

Dr. Joyner was asked about current searches that were in progress. Dr. Joyner noted that the Schools would need to work on getting the searches wrapped up.

4. Summer Enrollment and Information Sheets

Dr. Joyner reported that the enrollment for classes being offered this summer looked good. Dr. Joyner noted that the College is still working on meeting the target goal for student credit hours. Dr. Joyner noted that if the student credit hours goal is met then the College will receive extra money for summer incentive. Dr. Joyner reported that as of right now the College is currently down 500 credit hours. Dr. Joyner reported that he was conservative with credit hours when setting the target goal therefore he did not ask for any new money. Dr. Joyner reported that movement in summer enrollment is normally seen the week between finals and the beginning of Term A. Dr. Joyner noted that he was not concerned about
canceling a lot of classes. Dr. Joyner noted that if the course has a minimum of 10 students enrolled he will not cancel the course.

Dr. Joyner reported that tentative information sheets can be generative to print on May 10 and the final information sheets can be printed on June 4. Dr. Joyner noted that there is not normally a lot of change to the information sheets between the dates. Dr. Joyner requested that information sheets be reviewed for accuracy and verified once received.

5. Tenure and Promotion Congratulations

Dr. Joyner congratulated and recognized the following individuals promoted to professor: Dr. Jim McMillan, Dr. Diana Sturges, Dr. Melissa Garno, and Dr. Marian Tabi. Dr. Joyner congratulated and recognized the following individuals receiving tenure and being promoted to Associate Professors: Dr. John Dobson, Dr. Beth Myers, Dr. Jody Langdon, Dr. Ursula Pritham, and Dr. Katy Gregg. Dr. Joyner congratulated and recognized the following individuals for receiving post-tenure: Dr. Dan Czech and Dr. Amy Boyett-Whiter. Dr. Joyner congratulated and recognized the following individuals for receiving pre-tenure: Dr. Christy Dubert, Dr. Sibel Dazkir, Dr. Ellen Hamilton, Dr. Susan Sanders, and Dina Walker-DeVose.

6. College Committee Needs

Dr. Joyner reported that there is still a need for nominations for the Faculty Affairs Committee as there were not nominations received from the previous call for nominations. Dr. Joyner noted that the College will need one representative from each School. Dr. Joyner noted that the committee will be responsible for reviewing and revising the promotion and tenure documents and that the members must be a tenured faculty member. Dr. Joyner reported that there is also a need for one person from the School of Nursing to serve on the Elections Committee. Dr. Joyner noted that this upcoming year, the College needs to examine if the Elections Committee is a committee that is actually needed as all the committee currently does is certify the ballots. Dr. Joyner noted that he would like to send out election ballots prior to everyone leaving for the summer. Dr. Joyner reported that he would also be sending out a call for nomination for the Student Advisory Committee. Dr. Trent Maurer noted that due to the responsibilities, faculty members are wanting to see what committees they are serving on before nominating themselves for College Committees. Dr. Joyner noted this was a fair point. Dr. Joyner noted that he might be reaching out to individuals about serving on College Committees if he does not receive nominations.

7. Acknowledgments

Dr. Joyner acknowledge the following individuals who are retiring or leaving Georgia Southern University;
• Julia Dempsey-Retiring
• Svitlana Iarmolenki-Relocating to Texas
• Dr. Rachel Eike-Accepted a position at Baylor University
• Dr. Adam Wells-Accepted a position with University of Central Florida

Dr. Joyner noted that he would also like to thank Dr. McMillan for his four years of service as the interim chair for the School of Health and Kinesiology. Dr. Joyner noted that a reception would be held to thank Dr. McMillan on Monday, May 2, at 2 PM in the Hollis Lounge.

8. IAB Update

Dr. Joyner reported that the new Interdisciplinary Academic Building (IAB) is moving forward and that the concept and building design had been approved by BOR. Dr. Joyner noted that he will bring pictures of the building to the Opening Meeting. Dr. Joyner reported that the architects were meeting with faculty next week to discuss specialized lab space. Dr. Rose Mary Gee asked where the new building would be located. Dr. Joyner noted that the building would be replacing the 3 temporary buildings located between the Information Technology Building and the Carroll Building. Dr. Joyner reported that Building 211 and 212 are scheduled to be vacated at the end of fall. Dr. Joyner noted that the new building is schedule to begin being built in January with an estimated building time of 18 months and is scheduled to be completed by May 2018.

9. Ice Cream Social

Dr. Joyner reminded attendees that the ice cream social was scheduled for Thursday, April 28, from 3-4:30 pm at the Wildlife Center. Dr. Joyner announced for those who had not RSVP’d and were planning to attend to see Kim Harp after the meeting so that an accurate head count can be maintained.

10. Opening Meeting

Dr. Joyner reported that the Opening Meeting would be scheduled for August 10, 2016 in the Nursing/Chemistry Building Room 1207. Dr. Joyner noted that breakfast would begin at 7:30 am and that the new president would be invited to attend. Dr. Joyner noted that agenda items could be sent to him.

11. Questions/Announcements

Dr. Joyner announced the three new faculty that will be joining QEP as Steve Patterson, Hope Simpara, and Dr. Bridget Melton. Dr. Joyner reported Dr. Hamilton would be stepping down as the QEP leader for CHHS and that the College is hoping to identify a new QEP leader on Wednesday. Dr. Joyner was asked when new classes would be brought into the QEP. Dr. Joyner reported that
programs were being brought into QEP and that the next programs would be Athletic Training, Nutrition, and Fashion Merchandising and Apparel Design.

Dr. Joyner reminded faculty members to submit grades on time.

**Adjournment**

Dr. Joyner adjourned the meeting at 4:40 PM
Minutes submitted by: Kim Harp
Minutes approved by: [Name]