

## **Administrative Council**

**Monday, September 22, 2014**

### **Tanner School of Nursing**

#### **Sign in list of attendees**

Dr. Crafton welcomed everyone

#### **Agenda**

**1. Wherefore Administrative Council?-Crafton-**The reason we are meeting is this is required in the Academic Policies and Procedures, (Crafton read the policy from the Faculty Handbook), Chief Advisory Board, focus should be on academics, Crafton read the membership list, Crafton also included the department chairs, the Director of the Newnan Center, Associated Deans, and Directors for expansion. We should have another meeting at the end of October (fourth Monday of October), and two in the spring semester.

**2. Guides on International Hiring-Crafton-**an emerging policy issue, we must be in compliance with the federal guidelines such as we must audit the search to note there was no US citizen qualified, there are also significant cost, \$3,000 for an H1B, and if the hire does not work out we would have to pay for the transportation back to the home country; permanent residency is also under review costs is \$5,000-\$ 8,000 each. Dr. Joey Smith asked for confirmation of what we can ask the candidates....Dr. Farooq Khan confirmed we can as if they are legally eligible to work in the US. HR is starting the process and we will communicate information as received. Dr. Jason Huett asked if there is a process to outline a procedure we can share with the faculty members? Dr. Micheal Crafton- they should be somewhat informed of their own case. We could include the information in the pamphlet. Dr. Maria Doyle confirmed H1Bs are through Human Resources, her area is for students.

**Hiring Role for Human Resources- Crafton-**HR wants to take a greater role with AA's hiring and paperwork. Back Ground Checks, benefits, issues of search committees roles, AA's hires will still be AA's decisions, we do have diversity needs...these are the things HR will assist us with. Dr. Christopher Tabit asked about the possibility of on-line applications, Crafton confirmed HR does have the possibility with People Admin. to do this in the future. Sonya Adams noted the on-line would help with audits. Dr. Diane Hoff confirmed the Barriers Committee is also working on an online hiring processes including working with IT. Dr. Denise Overfield confirmed that HR at the system level is working on this for a possible roll out in around five years, but we may go ahead of this. Dr. Anne Barnhardt asked if HR will help us more with such as the affirmative action forms. Dr. Joey Smith noted if we reduce the cost of applying, we may see more applications, would this process help us with the more volume? Is there a way to sort the data for example? Crafton noted HR could screen the minimum requirements. Dr. Jason Huett confirmed PeopleAdmin. does work quicker. Dr. Overfield asked about HR staffing, Crafton confirmed they had increased staffing. Kathy Kral confirmed we are about to start a smaller on-line pilot program in October.

**3. Latest on SACS and QEP-Dr. Cathi Jenks-**we have submitted our report, it will be voted on in December, everyone needs to keep working on their areas, we are moving to a new assessment system, Dr. Cher Hendricks also noted that at the next LDI we would discuss this. Crafton confirmed that SACS did find that we were weak in the assessment area for Academic Affairs. In December we will receive a vote and then a monitoring report. The next LDI is scheduled for November 7<sup>th</sup>. The following week we are bringing in a consultant to assist us with our needs. Crafton-we have a QEP plan that was accepted by the visiting team, so we must follow these. The core curriculum changes must be approved at the Board level with the General Education Council. We need to submit our plan to the Board, we may run into some problems, the goal is to increase and improve writing skills in all areas of the core. We have a town hall meeting on Tuesday and Thursday. Dr. J. Salvador Peralta is working on this and the concerns are for the faculty and students how are we supposed to do this, how do we measure, how do we report, the problem with the larger class sizes, etc...

Crafton we are still working on this. Dr. Cathi Jenks communicated that Dr. Debra MacComb-Chair of QEP is working on a handout. We are looking at options-Crafton. Dr. Farooq Khan updated everyone with the COSM's plans for the labs, there is a lot of training for the GRA's, diversity of the areas can be a challenging. Dr. Lisa Gezon is concerned with Area B, what are the structural issues and when will the Board address this? Dr. Crafton- Board should meet on this in February. We could shift writing requirement to the required courses area. Dr. Anne Barnhardt asked about the timing? Crafton we need a parallel development plan. Dr. Kevin Hibbard asked about transfers? Crafton it really addresses the ones that come in without our own core. Dr. Crafton and Dr. Melanie Clay agreed that ecore could be affected also.

#### **4. Clarity and Changes in Promotion and Tenure Policy-Crafton-**

**How early is early?**-go up IN their fifth year not after their fifth year, when you are promoted you have completed five years.

**Post Tenure Review**-you complete five years from your last review, so you go through review the following year (in the 6<sup>th</sup>)

**Time Clock**-can be stopped for typical FMLA needs, AA's can work on a process. Dr. Paul Luken asked does the faculty member have to take leave; can they still work and stop the clock? Crafton not typically allowed. Dr. Amber Smallwood asked about if they are not working in the summer to take care of a medical need. Dr. Crafton said to be considered on a case by case basis. Dr. Anne Barnhart asked about a leave for research? No, this should not slow down the clock-Dr. Crafton. Dr. Doug Turner asked about the time in service clock and the post tenure review clock. We will readdress this. Dr. Diane Hoff confirmed we need to have a central location to track this. Dr. Denise Overfield the electronic process may aid in this area.

**Probationary Credit**-can grant up to three years, when you grant this it is a nice recruiting tool, it is an option as to when you take it, and it is up to the faculty member. Probationary Credit is towards tenure only, but you can go up for promotion early.

**Instructor Lines**-it is a tenure track line but you cannot be tenured as an instructor, you must be moved to an Assistant Professor, and tenure must be received by the 10<sup>th</sup> year of employment. We also must complete a search instead of just moving (according to Dr. Diane Hoff per HR). Dr. Meg Pearson is there anything we can do to change the instructor requirements? Dr. Crafton will take to the Board for a suggestion if AAUP if the faculty are on board. Dr. Jason Huett asked about the requirement for the probationary credit in the letter of offer. Dr. Christopher confirmed you would be forced to go up in your tenth year.

**Lecturers**- six years can be promoted to senior lecturer, should be larger teaching load, teaching lower classes.

**Electronic Version of Promotion and Tenure Review**- everyone agreed to look into this further. Dr. Randy Hendricks asked if we have the option to complete post-tenure review and the third year review in the fall vs the spring. Crafton noted was as a University decision and we may have the option. If we keep third year review in the fall for the third year we need to make sure they have completed three years.

**5. The New Student Success Collaborative and Complete College Georgia-Crafton**-We have EAB that uses historical and current Banner data, to assist with advising. We are about to start a pilot program.

The meeting was adjourned at 10:27 am.