

**UNIVERSITY OF WEST GEORGIA  
Faculty Development Committee  
Meeting Minutes**

**DATE:** 1/28/15      **MEMBERS ATTENDING:** Barbara Kawulich David Boldt, Lisa Connell, Dan Williams, Mary Kassis, Charlie Sicignano, Joan Carlisle, Louis Howe, Michael Keim (chair)      **MEMBERS ABSENT:** Myrna Gantner, Ajith DeSilva, Joe Hendricks

| <b>Agenda</b>                               | <b>Discussion</b>   | <b>Action</b>   |
|---|---|---|
| I. Roll of FDC members                      |   | By Chair  |
| II. Old Business                            |   |   |
| a. Approval of Minutes from 12.2.14         | Minutes reviewed  | Minutes amended (P & T rank and members absent) and approved  |
| b. Promotion and Tenure Clock<br>i.         | P & T Letter submitted to Provost and presented as information item to Administrative Council. Provost recommended submission to faculty Senate for their approval.   | P & T Letter reviewed and name edited. To be submitted to Faculty Senate President for inclusion at next session.                                   |
| c. Family Leave Act Time                    | Agreed that draft letter should include statement for inclusion in president's harassment statement or other appropriate venue. Statement should include section pertaining to rights of faculty and Family Leave Act. Should also include statement as to why this statement is necessary. | Chair will draft letter and submit it to FDC for review.  |
| c. Grievances                               | Reviewed Section 107.02 Faculty Grievances for edits, procedure changes, and updates.   | Made revisions throughout section. Members will continue to review section and submit further suggestions for inclusion in next meeting discussion. |
| d. Student Evaluations (P&T)                | Request for volunteers for Subcommittee on Evaluations concerned with procedures involving student evaluations and their role in P&T decisions.   | Volunteers to contact Chair and issue to be discussed at future meetings  |
| f. Other Business?                          | None  |   |
| III. New Business                           |   |   |
| a. Associate Deans as part of P & T process | None  | To be discussed at next meeting   |
| IV. Adjournment                             | Motion for adjournment  | Meeting adjourned   |