

**Faculty Affairs Committee
February 23, 2017**

Present: Nancy Whitmore, Chair Henry Culbreth Roslyn Turner Karen Boykin Jennifer Parks	Linda Bates Carolyn Langston
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Meeting called to order at 4:00pm

This committee voted on the following recommendation for the maximum number of students in class:

The maximum number of students in online class will be the same as an equivalent face-to-face class, 24 students. It is recommended that instructors be paid by the student when enrollment is 25-31. If the number enrolled is 32 or more, the instructor will be paid for an additional section of the class.

Faculty have asked the following questions:

1. Will there be an evaluation of Dean's, VP's, and the president?
2. What is the status of our insurance?
3. What will become of the request several instructors have made to move up in rank?
4. Time Cards & time card approval: Whitmore talked to Dr. Jones about problems with finalizing time cards.
5. PAFs: Deans will now submit a list of individuals they expect to have sign a PAF to Dr. Jones so that she will know the status of the PAF's to be completed.
6. Zero-Based Scheduling: Faculty have expressed concerns about having no input in the schedule and that students aren't getting the classes they need to complete certificate programs and/or degrees on time.
7. Committee members inquired as to the process to review student records to determine if students are qualified to be awarded certificates. Who is responsible for this review?
8. The Academic Affairs council approved the addition of a grading scale to the Master Syllabus without following the steps for Shared Governance. This committee asks that the request for changes to the Master Syllabus go through the Assessment committee and then through Academic Affairs Council again.

Jennifer Parks, Secretary