

# Faculty Affairs Committee Minutes

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Date: February 13, 2024

Time: 4:00 PM

Place: Teams

**I. Call to Order: Keith called the meeting to order at 4:02 p.m.**

**Members present included Vernita Morgan, Keith Everett, Sam Allen, Mandi Haynes, Carolyn Albritton, Carolyn Langston, Andy Newman.**

**No guests attended.**

**II. Reading and Approval of Minutes from the Previous Meeting:**

**The minutes from the previous meeting had been approved by email. The approved minutes were subsequently forwarded to Mary Kate for posting on the website.**

**III. Old Business**

- a. It was agreed to continue to meet each month at the previously selected day and time, the second Tuesday of each month at 4:00 p.m.**
- b. Keith reminded members that work on combining some committees was continuing.**
- c. The edited version of the faculty manual was approved by the committee in a previous meeting and needs to be referred to the Planning Council and Academic Affairs Council for their approval. Mary Kate will update the manual with changes made by the administration since it was edited by this committee. Keith suggested that it may be necessary to do that every year.**
- d. Vernita announced that the student absence report will be piloted in the summer and implemented next fall.**

**IV. New Business**

**A suggestion was made and discussed that a survey could be sent to faculty asking for suggestions regarding future issues to be addressed by the Faculty Affairs Committee. Vernita volunteered to compile a form and send it to Keith and Andy in the coming week.**

**V. The meeting adjourned at 4:42.**