Report to GIT Faculty
April 19, 2005

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Other Committee Members
Russell Gentry – Arch
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Paul Griffin – ISyE
TyAnna Herrington – LCC
George Johnston – Arch
Tim Strike – GTRI
One student vacancy
• Project conducted by Statutes Committee has corrected:
  • Handbook sections are numbered to an excessive depth
  • Html version of the Handbook is not easily read. Insufficient white space between sections.
  • Handbook can be improved in professional appearance

• Improving process and support of annual handbook updates to the online handbook.
  • Using RoboInfo (by Macromedia) as a handbook content management platform
  • Working with Provost’s office, OARS, and OIT
COMPARE OLD AND NEW VERSIONS OF HANDBOOK

• April 2004 version:
  http://www.academic.gatech.edu/handbook/

• New draft version:
FEATURES

• Tables of Contents expands as one needs to drill down
• No more than three levels of outline numbering
• Makes clear which sections are in the statutes or bylaws and which just contain policy
• Primary handbook document in html on the web -- more readable
• Hyperlinks to help in navigation to related material.

• Overall professional appearance in keeping with Georgia Tech website standards
WHERE WORK IS STILL UNDERWAY

• Downloadable full handbook (pdf)
• Downsizing the html sections
  Added navigation aids between sections
• Dedicated search (partially supported now)
• Refining format of Table of Contents

• Glossary
CONTENT CHANGES

• Temporary markings in the new version
  • Text changes marked with yellow highlights
  • Pink highlights show where hyperlinks were added.

• Most text changes better direct people to material of interest

• Introductory material – Sections 1. – 2.3
  • Updated to remove facts that change rapidly
  • Refer people to Georgia Tech Fact Book and the Board of Regents

• Facilities – Section 47
  • Update by Les Saunders, Dir., Capital Planning & Space Management

• Revised version also contains all revisions adopted by Faculty in 2004-2005
  • Intercollegiate Athletics Governance – Section 15
  • Conflict of Interest – Section 38
ACTIONS PLANNED

• If approved, bring the Handbook with its new format on line in May

• Review Faculty Handbook contents in relation to Office of Human Resources Handbook
  • Requests have been made to bring Faculty Handbook up-to-date in
    • Scholarly misconduct
    • Sexual harassment
  • Likely to be more

• Coordination with other handbook “owners” on campus
RECOMMENDATIONS TO FACULTY

• Approve general Faculty Handbook format changes and supporting minor changes in content.
• Approve the revised front material in Sections 1. through 2.3
• Approve revised material on facilities in Section 47.

• All of the above can be approved with this one reading if the faculty agrees.