

**GEORGIA INSTITUTE OF TECHNOLOGY  
SCHEDULED MEETING OF THE ACADEMIC FACULTY AND  
ACADEMIC FACULTY SENATE  
Combined with  
A CALLED MEETING OF THE FACULTY**

**Tuesday, April 17, 2018, 3:00  
Student Center Theater**

**MINUTES**

1. Dr. Elena Garcia, Chair Faculty Executive Board, opened the meeting at about 3:00 pm. She stated the President and Vice-Provost are hosting the Board of Regents April meeting at Georgia Tech today.
2. Dr. Garcia called on Dr. Colin Potts, Vice Provost Undergraduate Education to provide opening remarks; he shared the following remarks on matters of interest to the campus:
  - a. The Board of Regents meeting once a year is held at a different institution. It has been many years since GT has hosting the BOR.
  - b. The report of the Commission on Creating the Next in Education is about to be published. There is a Town Hall Discussion on Wednesday 1-2; considered a “road tour”. Deliberate innovation, Lifetime Education is the title.
  - c. Search for EVPR is well underway. There are finalist interviews scheduled soon. Up to five finalists to come to campus between May 30 and July 10. There is a full and exciting field of candidates.
  - d. Dean Paul Goldbart will be leaving for a position as the Dean of Natural Sciences at the University of Texas Austin this summer. The search process for his replacement will be rolled out over the summer.
  - e. The results of the action teams that followed the events of last fall have resulted in 160 recommendations from the 3 action teams. There was an adhoc committee named the Path Forward that collated the recommendations and prioritized and allocated into three main themes. These areas are academics, student life, and health and wellbeing. Co-leaders for the three clusters are Bonnie Ferri and himself, Colin Potts, for Academics; Gerome Stephens and Lindsay Bryant for Student Life; and John Stein and Paul Strouts for Health and Wellbeing.
  - f. This is the time of year with many events to celebrate students. Going on upstairs is the Celebration of Undergraduate Research with presentations and posters. Student Honors event is tomorrow afternoon. The Senior Design Expo will be in McCamish.
  - g. There are four Commencement Events. PhD ceremony hooding and awarding of degrees with keynote address by Provost Bras. Master’s ceremony is Friday evening with Dr. Valerie Montgomery, GT alum and President and Dean of Morehouse School of Medicine will deliver the keynote address. There are two bachelor’s degree ceremonies; the morning bachelor’s ceremony has Astronaut Jan Davis delivering the keynote

address. The second bachelor's ceremony will Saturday afternoon with Atlanta Mayor Keisha Lance Bottoms providing the address.

- h. Leadership opportunities for faculty. The next iteration of the Emerging Leaders program is accepting nominations until April 30<sup>th</sup>. Another leadership opportunity will be announced soon for those in roles as directors or associate directors.
3. Dr. Garcia asked for the minutes of the February 13, 2018 meeting to be approved. This was a scheduled meeting of the Faculty, Faculty Senate, and Academic Faculty Senate. She indicated that the minutes were posted on the faculty governance web site and no additions or corrections had been received. (See **Attachment #1** below for web site reference). **The minutes were approved without dissent.**
  4. The Chair then called on Ms. Reta Pikowsky, Registrar, to present the candidates for the spring commencement. She shared the presentation in **Attachment #2**. She expects a full house for commencement. All numbers have increased in every graduation category. The spring list of degree candidates has been reviewed and revised as necessary. **She moved to approve the candidates. The motion was seconded and passed without dissent.**
  5. Dr. Garcia asked Prof. Charles Isbell, Executive Associate Dean, College of Computing and the Faculty Athletic Representative to provide the annual report. He shared the presentation in **Attachment #3**. The faculty oversees athletics at every institution. The GT Athletic Association staff does a great job in preparing our Student Athletes to be successful in the classroom and beyond.
    - a. FAR serves as a liaison between the athletic association and the institution. Represents the Institute to the NCAA and ACC. Key member of the GT eligibility certification team, ensuring student athletes meet all NCAA, conference, and institutional requirements for eligibility.
    - b. The FAR holds the vote for the faculty on matters about institutional positions on NCAA legislation and other matters affecting intercollegiate athletics on campus.
    - c. Participates as required in institutional and NCAA investigations of allegations of rules violations.
    - d. Athletic Association has an entire infrastructure to guarantee the athletic and academic success of our student athletes.
    - e. In the fall of 2017; GT had 417 student athletes. Of these, 65% male and 35% female. About 46% are in Scheller College of Business and 31% in College of Engineering.
    - f. For the 5<sup>th</sup> straight year, GT student-athletes posted its highest NCAA graduation success rate (GSR). Over 50% earned a 3.0 or higher for the fall 2017 term.
    - g. Academic Progress Rate (APR) is a real-time assessment of a team's academic performance, which awards two points each term to scholarship student-athletes who meet academic eligibility standards and who remain with the institution. All the

- teams are getting high scores and are in good standing. Golf, men's swimming, volleyball, and women's cross country have a perfect score for the 2016 APR. The golf team has had a perfect score APR every year.
- h. Graduation Success Rate (GSR) measures graduation rates at Division I institutions and includes students transferring into the institution. The GSR also allows institutions to exclude student-athletes who leave their institutions prior to graduation as long as they would have been academically eligible to compete had they remained. GT GSR is at 88% for 2017 and has improved every year. We do have athletes that have left to pursue professional careers that return during off semesters or after their sporting career to continue their degree.
  - i. Encouraged faculty to participate in the faculty breakfast or lunch opportunities with student athletes and to take advantage of the football guest coach program.
6. Next we heard a report ([Attachment #4](#)) from co-chairs Dr. Steven Girardot and Prof. Joe Hughes from the Provost's Committee on Academic Scheduling. They wanted to provide an update on what has continued with academic scheduling. One of the commitments that were made was to make sure that faculty were well informed and involved.
- a. Big change was realigning academic scheduling into the Registrar's office in the spring of 2017. New position for an Assistant Registrar for academic scheduling, new classroom Data Analyst position was established, and one position re-assigned from CPSM to registrar's office.
  - b. One recommendation was to make sure faculty had a voice. The Provost's Advisory Committee on Academic Scheduling (PACAS) was created and includes a faculty and staff members from each college, GTPE, and other ex-officio administrators. They are charged to serve as an advisory to the registrar's office to handle exceptions when needed and publish an annual report.
  - c. Established four subcommittees: Exceptions with Leslie Sharp as the Chair, Class/Academic Scheduling Technology with Paul Kohn as Chair, Lab/Studio Course Scheduling with Carrie Shepler as Chair, and Anchor Courses with David White as Chair.
  - d. Identified two software packages to improve registration and scheduling: Civitas College Scheduler and a new module, CLSS, for Courseleaf Section Scheduler.
  - e. Pleased with the acceptance of the new scheduling grid. Fall 2017 had 82% overall compliance and 97% compliance for spring 2018.
7. Dr. Garcia called on Prof. Joe Hughes, Chair, Statutes Committee to discuss requests for updates to the *Faculty Handbook*. See [Attachment #5](#) for the presentation and requests. There are three subsets of changes for us to consider.
- a. Statutes: second reading and vote ([Attachment #5a](#)):
    - 2.6.7, Institute Undergraduate Curriculum Committee
    - 2.6.8, Institute Graduate Curriculum Committee

This first set of changes are Statutes that require two readings and vote. The first reading was approved by the Faculty at the February 13, 2018 meeting and comes today for the second reading. This request is to add the Associate Provost for Academic Effectiveness as a voting member to a list of Administrators that are on the curriculum committees.

A request from the IGCC to modify the formula for the allocation of membership (seats) among the colleges to the IGCC; the current formula has worked well until the online master's programs were created and the number of students participating in those programs changed the balance of the IGCC membership. The request is to change the formula from student majors to student credit hours. This is a better representation as many of the online graduate students are part-time so basing the formula on graduate student credit hours is a better representation.

**Prof Hughes made a motion from the Statutes Committee for approval of this second reading. The motion was seconded, and passed.**

- b. Promotion guidelines for Academic Professional and Lecturers ([Attachment #5b](#))
  - Section 3.2.2, Non-Tenure Track Academic Faculty Members: Hiring and Promotion Guidelines

**Academic Professionals:**

Updating of wording in subsections related to Academic Professionals and Lecturers/Senior Lecturers, primarily regarding documentation and procedures for promotion. These changes were recommended by the Office of Faculty Affairs, based on discussions with the 2018 Institute Non-Tenure Track faculty promotion review committee, meetings with the Principal Academic Professionals, Senior Lecturers, the Provost, and the Associate Deans for Faculty Development. The Statutes Committee made additional changes, primarily of an editorial nature for clarity and consistency. The presentation and handout clearly show the text to be modified, moved, deleted, and added.

Prof Hughes entertained a motion to modify the proposed text to remove the statement "Academic Professionals who are employed less than 75% time or who are in their first year of employment may be terminated with thirty (30) days notice." This text was recommended by the Vice-provost's office and then they requested it not be included at this time. **This motion to amend the recommendation was seconded and approved.**

Request was made from the floor to split the proposal and table the portion on Academic Professionals until a future meeting. **The motion was seconded and then discussed. Points from differing views were shared. The motion failed.**

**Lecturers/Senior Lecturers:**

The first change was to state that lecturers have a majority of their time spent in classroom instruction. There was a clarification to indicate that teaching portfolios are part of the evaluation processes. In addition, there is a requirement for three letters of evaluation that must be external to the unit and at least one of those must be external to the Institute. **The motion was made to approve the proposed changes to Section 3.2.2. The motion was seconded and passed without dissent.**

- c. Transfer of responsibility for Campus Use policies and procedures (**Attachment #5c**)
  - Section 5.1, Policy on Freedom of Expression
  - Deletion of Section 6, Campus Use Procedures

Section 6 focuses on procedures for use of campus facilities so really should be located somewhere that is easily accessible by all of GT. There is one subsection 6.4.5 that does directly address faculty issues. The proposal is to delete section 6 and relocate an updated version of Section 6.4.5 to be part of Section 5.1. The responsibility for Section 6 will be transferred to Capital Planning and Space Management. **Motion for the Statutes Committee to approve the proposed changes to Section 5.1 and to delete Section 6 of the Faculty Handbook. The motion was seconded and approved.**

8. Professor Hughes continued and stated we need to approve the minutes from April 13<sup>th</sup> (**Attachment #6**) from the Statutes Committee. There are no additional actions that have not already been addressed. **He made a motion that the Statutes minutes be approved which was seconded and approved without dissent.**
9. Dr. Garcia then called on representatives from **Standing Committees of the Academic Faculty** to present minutes and action items requiring approval. In most cases the representatives followed closely the reports in the committees' files on the faculty governance website noted in **Attachment #7** below and so that text was not repeated here. The following provides an outline of the material presented showing the representatives that appeared to make the presentations. Where presenters utilized additional presentation materials, they are noted below and provided as attachments.

#### **Standing Committees of the Academic Faculty:**

- a. Institute Undergraduate Curriculum (IUCC) – Vice-Chair, Dr. Mindy Millard-Stafford 02/27/18, 03/06/18, 04/03/18. See presentation in **Attachment #7a**. **Action items: From 03/06:** ECE: new course; EAC: 2 new courses; Chem and Biochem: new course, degree mods; Industrial Design: 2 new courses; Bldg Const: 1 new course; Arch: 3 new courses; City and Regional Plan: 4 new courses; ME: 6 new courses, degree mod; **From 04/03:** Bldg Const: deactivate degree; CEE: add CEE track to existing minor; Physics: degree mods; Math: 1 new course that is required by BoR, degree mod, deactivate degree; Music: 1 new course, deactivate minor, minor mods; Business: deactivate 2 courses, modify certificate; CoB and Mod Lang: new interdisciplinary minor; ISyE: 1 new course; Mod Lang: new minor. In addition, the committee provided a process update to suggest a working group be formed to look at a GT process for Program Deactivation for the Statutes Committee to consider. **Dr. Millard-Stafford moved for the adoption of the action items, it was seconded and passed. She then moved for the approval of the minutes which were seconded and approved without dissent.**
- b. Institute Graduate Curriculum (IGCC) – Chair, Prof. David Sluss. 03/01/18, 04/05/18, 04/17/18. He used the presentation in **Attachment 7b** to explain the following action items. **Action Items: From 03/01:** International Affairs and CoC: new cross-listed

course; Music: new course; Bldg Const: new course; Arch: 11 new courses, reactivate 2 courses; Industrial Design: 6 new courses; **From 04/05:** MSE: new course; Industrial Design: degree mod; Schools of Ind Design, Psych, LMC, and CoC: degree mod; CoC: degree mods; Econ: degree mod; Biomed Eng: new course, degree mod; ME: new course; Policy Item: New Credential: Stand-Alone Grad Certificate; **From 04/17:** CoE: program termination.

**Prof Sluss moved for the approval of the action items; they were seconded and approved without dissent. He then moved for the approval of the minutes that were seconded and approved.**

- c. Student Regulations Committee (SRC) – Prof Al Ferri, Chair. Minutes 12/5/17, 02/20/18, 03/27/18, 04/10/18. He used **Attachment #7c** to present the action items and minutes. **Action items: From 12/05:** changes in Doctoral Comp Exams; New language in catalog for double-counting (total of 6 hours) towards MS degrees; **From 03/27:** Catalog change to Student-Faculty Expectations, changes to Extracurricular and Intercollegiate sports regulations in Catalog, changes to Academic Renewal Procedures; **From 04/10:** Changes to Grade Substitution Policy.

**Prof Ferri moved to approve the action items; they were seconded and approved without dissent. He then moved for the approval of the minutes that were seconded and approved.**

- d. **Student Academic and Financial Affairs (SAFAC)** Dr. Ruth Poproski, Chair. Minutes 12/04/17, 01/31/18, 03/14/18. She used **Attachment #7c** to present committee work and the minutes. They worked with Graduate SGA to listen to concerns of consistency of stipends between units. SAFAC looked at absence policies for athletes for home games and if there should be an excused absences cap. In addition, SAFAC reviewed what they are doing, what they are charged to do, and thoughts about what the duties should be; this information has been shared with the Statutes Committee. There were no action items.

**Dr. Poproski moved for the approval of the minutes that were seconded and approved.**

- 10. Ms. Jeanne Balsam, Secretary of the Faculty, then asked if there was any other business. Hearing none, she adjourned the meeting.

The meeting was adjourned at about 6:00 PM.

Respectfully submitted,  
Jeanne Balsam  
Secretary of the Faculty  
October 16, 2018

Attachments:

1. [Minutes](#) of the February 13, 2018 meeting of the Faculty, Faculty Senate, and Academic Faculty Senate
2. Spring 2018 degree candidate [information](#)
3. Faculty Athletics Representative [report](#)
4. Committee on Academic Scheduling Annual [Report](#)
5. *Faculty Handbook* modification [presentation](#)
  - a. *Section 2.6.7, Undergrad Curriculum Committee and 2.6.8 Grad Curriculum Committee* [request](#)
  - b. *Section 3.2.2, Non-Tenure Track Academic Faculty Members: Hiring and Promotion Guidelines* [request](#)
  - c. *Section 5.1, Policy on Freedom of Expression and section 6, Campus Use Procedures* [request](#)
6. [Minutes](#) of Faculty Standing Committees
7. [Minutes](#) of Academic Standing Committees
  - a. [IUCC presentation](#)
  - b. [IGCC presentation](#)
  - c. [SRC presentation](#)
  - d. [SAFAC presentation](#)