

**GEORGIA INSTITUTE OF TECHNOLOGY  
SCHEDULED MEETING OF THE FACULTY,  
FACULTY SENATE, AND  
THE ACADEMIC FACULTY SENATE**

**Tuesday, November 27, 2018, 3:00  
Student Center Theater**

**MINUTES**

1. Provost Bras opened the meeting at about 3:00 PM.
2. Dr. Bras shared the following information.
  - a. Searches:
    - i. Dean Searches for Computing and Sciences: The deadline to apply was November 21<sup>st</sup>. The committees are working to bring that down to airport interview groups.
    - ii. Vice President for Ethics, Compliance, and Legal Affairs: Search committee is being chaired by Lynn Durham.
    - iii. Executive Vice President for Administration and Finance: search committee is being led by Al Trujillo, President of the GT Foundation.
    - iv. Vice President for Communications: search committee is being chaired by Kaye Husbands Fealing.
    - v. Senior Vice President and Director of GTRI: Steve McLaughlin is chairing the search committee.
  - b. The President reported to the Chancellor as requested on Nov 12<sup>th</sup> with an update of every action that has been taken in response to each of the ethical breaches that were reported last summer. That was well received.
  - c. Ethics Awareness Week: Nov 11-17<sup>th</sup> had many events that week. The Provost was pleased with the events he attended and hoped we were all able to participate.
  - d. Comprehensive Administrative Review (CAR): the Provost said we would hear from Sonia later. She will provide information on what is going on with the review.
  - e. Taskforce on Advising: the report is public. Assessment of the recommendations is progressing with Colin Potts. The task force was led by Beth Spencer who heads Advising and produced very good recommendations. This is an area where we can improve for our students.
  - f. Commencement: in a couple of weeks on Dec 14<sup>th</sup> and 15<sup>th</sup>. PHD ceremony speaker is Seth Marder who is our distinguished professor; GT tradition is for the distinguished professor to speak at the PhD graduation ceremony. The Master's ceremony speaker Sebastian Trunt; he was at Stanford, co-founder of Ulacity; his latest endeavor autonomous flying taxis that he is testing in New Zealand. Bachelor ceremony speaker is

former Secretary of State Condoleezza Rice. Really a great group of individuals speaking this year.

- g. Nov 8<sup>th</sup>: we had a roundtable in New York City on accessible, affordable, and affecable on higher education. The future of education roundtable with about 12 people around the table, presidents, provosts, heads of education, heads of AT&T and Microsoft foundations, and media. Very well received and great discussion. GT leading and taking the role of trying to help the nation define the future of education.
  - h. Madison Cairio has resigned as Director of the Office of the Arts effective in January for a position in Portland. Great opportunity for her. She has been a force of nature in engaging our students, staff, and faculty. Joe Bankoff will be heading the search committee.
3. The Provost asked for the minutes of the October 23, 2018 meeting to be approved. He 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 Provost called on Ms. Reta Pikowsky, Registrar, to present the candidates for the fall commencement. She shared the presentation in **Attachment #2** that shows the number of Fall 2017 and Fall 2018 candidates that were awarded. She said our numbers are up this year. Ms. Pikowsky stated that the December 2018 Degree list has been provided to the Colleges and has been reviewed and edited as appropriate. **She moved to approve the December 2018 Degree List; the motion was seconded and passed without dissent.**
  5. The Provost called on Sonia Alvarez Robinson to share information about the Comprehensive Administrative Review (CAR). She used the handout in **Attachment #3**. Prof. Joe Hughes stated that he is on the committee to represent the faculty; he stated this review is an administrative review, but that can affect the support of our faculty. Efficiency of the administrative functions that support the education and research of the institute is good for the institution. He then let Ms. Robinson speak. She leads the Internal team within GT Strategic Consulting. Her team was asked to support and facilitate this process in spirit of achieving administrative excellence. She hopes to clarify any misunderstanding about what the CAR is and share what role everyone can play in the process. In April of 2017, Chancellor Steve Wrigley initiated a process to take an intensive look at all the administrative practices across all the USG institutions. There was an external consulting team named Huron that conducted two surveys. They asked all people with 40% or more of administrative responsibilities to provide information about what they do in the course of a day in an average week. They also had another survey where they asked about a thousand randomly selected people across the institution about what is and is not working well in terms of administrative functions. In addition, they did interviews and focus groups and took a look at all of our organization data. Last spring, they released a report to us and now we need to look at this report and take action. In response to that we have the opportunity to look at that and take local action. The report really does organize the information that allows us to dig deeper. Objective of the CAR is to identify ways that administrative functions can be conducted more efficiently and effectively. Ms. Alvarez Robinson explained how the GT team is reviewing and verifying the report. There are four areas for improvement:

Communication, Marketing, Events; Information Technology; Procurement and Expense Management; and Talent and People Management. She announced there would be two faculty workshops on Jan 15 and 16<sup>th</sup> and encouraged faculty to participate.

6. The Provost asked Ms. Jeanne Balsam, Secretary of the Faculty, to provide information about upcoming faculty elections for Dr. Erick Maxwell, Chair of the Faculty Nominations Committee. She thanked all those in attendance for caring about Faculty Governance and explained we are initiating the faculty nominations process earlier. She used **Attachment #4** to show the nominee opportunities on the Faculty Standing Committees and Faculty Executive Board. She encouraged everyone to share the information with their units and consider running for election in one of the openings. Ms. Balsam stated the goal is to hold the elections after spring break.
7. Provost Bras called on Dr. Charles Isbell, Executive Associate Dean, College of Computing, and the Faculty Athletics Representative (FAR) to provide his annual report to the Academic Faculty Senate. He used the presentation in **Attachment #5**. He explained that a FAR is a member of the faculty at an NCAA-member institution, and serves as a liaison between an institution and its athletics department. Key duties of the FAR include representing the institute to the NCAA and ACC, ensure student athletes meet all NCAA, conference, and institutional requirements for eligibility, serve as Vice Chair of the GTAA Board, participate as needed in investigations. He focused on how our GT students and how they are doing. We have 387 student athletes as of this last spring with about 65% male and 35% female. GT is proud that many of our student athletes are on the honor roll; 200 were named to the ACC honor roll earning a 3.0 or higher for the academic year. Five of our teams received NCAA Public Recognition Awards for ranking among the top 10 nationally in their respective sports. About 48% of the student-athletes are in Scheller with nearly 30% in College of Engineering. The 387 students earned a 2.9 mean GPA.
8. Provost Bras called on Ms. Liz Holdsworth to share information from the Task Force on Textbook Costs and Alternative Resources. She used the presentation and handout in **Attachment #6**. Research shows that 65% of undergraduate students will not purchase required textbooks even though it may impact their performance. Textbook costs have risen by 950% since the early 80s. A textbook is classified as affordable if the cost is \$40 or less. As of fall 2018, USG institutions are required to prominently designate sections of courses whose course materials exclusively consist of no-cost or low-cost course materials at the point of registration. There were recommendations to the Faculty Executive Board (FEB) to consider formation of a standing committee for textbook affordability issues; ensure campus-wide compliance of the Higher Education Opportunity Act and USG policies; and to address conflict of interest concerns in faculty-authored textbooks. The FEB has accepted the recommendations from the Task Force and is working with the Provost's office to determine how to proceed with the recommendations and to identify appropriate policies and procedures.

The Provost added his comments on how important it is for our faculty to understand the cost of resources for our students and that we need to be aware and improve our ways.

9. The Provost then called on representatives of **Standing Committees of the Academic Faculty** to present annual reports, 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 – Dr. Mindy Millard-Stafford, Vice-Chair for Chair Prof. Angus Wilkinson. She utilized the presentation in **Attachment #7a**.  
Minutes: 11/06/18, 11/27/18  
**Action items: From 11/06:** Computing: updated information, for 11 courses; Music: degree mod, deactivate certificate; Modern Lang: minor mod, 2 new courses, degree mods; CEE: 3 new courses, minor mod; ECE: 3 new courses, deactivate course, degree mod; Dept of AF Aerospace Studies: 1 new course, deactivate 8 courses; Public Policy: minor mod; LMC: 1 new course, deactivate 27 courses, 4 course updates. **From 11/27/18:** posthumous degree award.  
**Dr. Mindy 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 – Prof Kristie Macrakis, Chair, covered minutes and action items utilizing the presentation in **Attachment 7b**.  
Minutes: 11/01/18.  
**Action Items: From 011/01/18:** Public Policy: New stand-alone certificate; Computing: 3 new courses; Music: 2 new courses; City & Regional Plan: 3 new courses, degree mod, deactivate course; ECE: 4 new courses, certificate mod, degree mod.  
**Prof Macrakis moved for the approval of the action items; they were seconded and approved without dissent. She also moved for the approval of the minutes that were seconded and approved.**
- c. Student Regulations – Chair, Prof. Al Ferri presented the action items and minutes utilizing **Attachment #7c**.  
Minutes: 11/01/18.  
**Action Items: From 011/01/18:** Updates to Final Exam policy and Leave of Absence policy.  
**Prof Ferri moved for the approval of the action items; they were seconded and approved without dissent. He moved for the approval of the minutes that were seconded and approved.**
- d. Student Academic & Financial Affairs – Ms. Reta Pikowsky provided the minutes for Dr. Hamid Garmestani using **Attachment #7d** to present committee discussions and minutes.  
Minutes: 09/27/18, 10/25/18. No action items.  
**Prof Garmestani moved for the approval of the minutes that were seconded and approved.**

- e. Student Activities – Dr. Michael Evans, Chair, presented the action items, and minutes. Minutes: 09/10/18, 09/24/18, 10/15/18, 10/29/18, 11/05/18, 11/12/18.

**Action items:** Approval of all student activity charters and constitution revisions recommended by the committee as documented in their minutes and the annual report.

**Dr. Evans moved for the adoption of the action items; this was seconded and approved. He then asked for the adoption of the minutes which was seconded and approved.**

10. The Provost asked if there was any other business. Hearing none, the Provost adjourned the meeting.

The meeting was adjourned at about 4:55 PM.

Respectfully submitted,  
Jeanne Balsam  
Secretary of the Faculty  
January 30, 2019

Attachments:

1. [Minutes](#) of the October 23, 2018 meeting of the Academic Faculty, Academic Faculty Senate, and a called meeting of the Faculty.
2. [December 2018 Degree List](#) approval
3. Comprehensive Administrative Review [handout](#)
4. [Request](#) for nominees for faculty elections
5. Faculty Athletics Representative (FAR) [report](#)
6. Textbook Costs and Alternative Resources [presentation](#) and [handout](#)
7. [Annual Reports and Minutes](#) of Academic Standing Committees
  - a. [IUCC presentation](#)
  - b. [IGCC presentation](#)
  - c. [SRC presentation](#)
  - d. [SAFAC presentation](#)