

Minutes

Faculty Affairs Meeting

Wednesday November 9, 2016

Started: 9:00 am; Adjourned: 10:00 am

Attendance: Courtney Simons (Chair), Mark Johnson, James Adabor, Dave Hochstein

Discussions

1. FERPA question on whether or not we are allowed to provide “education information” to parents of students

In general, no. But there are circumstances where prior consent is not required. For example, if the student is a dependent (IRS definition). However, the parent must submit the most recent federal tax returns to the Registrar to verify dependency status. Otherwise, to get access to information, students must give permission. They may give permission by completing a “student authorization for release of information form” which is available at the enrollment desk.

Based on discussion with Sandi Holdheidi (Director of Student Affairs) after the meeting, common cases in which a faculty may be confronted by a parent to provide information include:

CASE 1: Parent calls the faculty by phone

CASE 2: Parent walks in with the student

In Case 1, you may ask that the student come on the phone and verify that he/she is giving permission to disclose the information

In Case 2, you may share the information in the presence of the student as long as he or she does not object.

2. Adding blurb to syllabus to advise students on their FERPA rights

FERPA requires that we advise students on their rights at least annually. It was suggested that one way to do this was to add a blurb to the syllabus. However, the committee suggested that this be taken care of by administration instead. Based on follow up discussion with Sandi, the administration already covers this requirement through the orientation process, and by sending advisory emails to students on FERPA at least annually.

3. Review of Lake Campus Faculty Awards Committee (LCFAC) Guidelines

It was suggested that the current LCFAC guidelines be revised to adopt the modified plan that was used by the last Awards Committee. Courtney will get the changes from Stephen Jacquemin who chaired the committee last year. Briefly, the steps involved:

- a. Distributing All Faculty Annual Reports (FAR) to committee members to evaluate and make recommendations for each award category
- b. Conducting discussion and review of a shortlist of candidates presented by the committee members

- c. Scoring candidates and making decision on nominees
- d. Announcing the nominations to the Senate

An alternate plan discussed was for the LCFAC to begin the process by taking nominations of candidates from the Senate floor based on each unit and then evaluating the nominees thereafter. The committee will present both options to the upcoming Senate meeting to determine the desired option.

4. Faculty Mentoring

According to the new bylaws, part of the work of the Faculty Affairs Committee is to make recommendations to the Promotion and Tenure Committee for the assignment of mentors to new faculty. However, there is little clarity on the role and expectations of mentors. Therefore consideration is on the table to draft a code that will guide and direct the mentor/mentee experience. Courtney will follow up with Chuck on what the expectations are with respect the P&T Committee. Further discussions will follow.

5. Revisiting Adjunct Needs

Since our mandate include all faculty, we should make an effort to listen to and address the needs of adjuncts. A survey is the likely approach for a needs assessment to begin with. However, we have not decided on when this should be done. We will continue discussion on this.