

**GEORGIA INSTITUTE OF TECHNOLOGY
MEETING OF THE FACULTY EXECUTIVE BOARD**

MINUTES

Meeting of March 7, 2017

Held in the Poole Board Room of the Wardlaw Building

- Members Present: Balsam (Secretary of the Faculty, GTRI), Bras (Provost), Briscoe (GTRI-ATAS), Feron (AE), Foster (Modern Lang), Garcia (AE), Gourisankar, (ChBE), Lotempio (GTRI-SEAL), McIntyre (Business), Milosevic-Brockett (Biology), Nation (GTRI-ELSYS), Nukuna (Ugrad Pres SGA), Pusateri (Staff Council), Scripka (Grad Pres SGA), Shepler (Chemistry), Simpson (OSP)
- Members Absent: Clark (CoC-CS), Cottle (CoD), Cross (EVPR), Girardot (Assoc VP Undergrad Ed), Hall, Bobby (GTRI-CTISL), Hall, Leslie (Staff Council), Hughes (USGFC Rep., ECE), Mihail (CoC-IC), Peterson (President), Pollet (Chem & Biochem), Riley (Vice-Chair, ECE), Wong, Cara-Joy
- Guests: Breedveld (Chair, IGCC), Cozzens (Vice-Provost Grad Ed & Fac Dev), Eidson (SGA, VP of Acad Affairs), Poproski (Asst Dir, Faculty Initiatives), Sharp (Assoc Vice Provost, Grad Ed & Fac Dev), Weinsheimer (Dir, CTL)

1. Dr. Elena Garcia, Vice-Chair, opened the meeting at 3:05 P.M. Said she would be leading the meeting in Prof. Riley's absence.
2. The Vice-Chair called on Provost Bras to remark on matters of interest to the Georgia Tech community.
 - a. As Elena said, George could not be with us, he had surgery but hopefully will be back soon.
 - b. Dean's search for College of Engineering. We are planning to move very fast. We are not using a search firm and will manage it internally. Jennifer Herazy will lead the search and is having an initial meeting this week. His intention is to have a named dean by the beginning of the next term. Announcements will be coming out next week.
 - c. Susan Cozzens has announced that she is retiring. Thank you to Susan. We will have something to celebrate her service to Georgia Tech. She holds a very important position in the Provost's Office; one that she created and molded. Susan and Leslie have an organization that works well. That will be an internal search with a call for interested parties.
 - d. Another search is for Associate Provost Position for Academic Effectiveness in the new Office of Academic Effectiveness (OAE) and will report directly to Provost Bras. This is an interesting position and the search is in progress.

- e. InVenture Prize is March 15th. It is really a fascinating experience. There were 500 or more students that signed up for the competition. Forty-nine teams with 193 students registered and competed in the preliminary round. Twenty-six teams went to the semifinalists and ended up with six finalists teams:
- Capable Cane: a walking cane that unfolds into a portable, stable chair
 - Cautery Guard: a safe electrocautery device
 - CPR Plus: mask which allows an untrained bystander to perform CPR by collecting vitals and dynamically walking the user through each step of CPR
 - Gaitway: transportable parallel bars for at-home pediatric physical therapy
 - InternBlitz: a common application for internships
 - PickAR: augmented reality technology to help businesses find and pick orders in warehouses; like Google Maps for warehouses

The winner will represent Georgia Tech at the Annual ACC InVenture Prize.

- f. We will host the Second Annual ACC InVenture Prize on March 31st. Fifteen teams of entrepreneurs, one from each of the 15 ACC universities, will compete for the 2017 ACC InVenture Prize.
- g. Executive Order on Immigration from the President. When that came out, it ratcheted back many of the issues that were in the first release. Concern that in the short and immediate term there will be an impact on the number of international students that come to GT.
- h. Legislative Session. Cross-over day was last Friday. We know which bills are in the running for approval. The bills that we were concerned about have made it to the second phase. The last day for the legislature is March 30th.
- The House passed the budget that includes the \$47 million for the library; this now needs to pass the Senate. We have already started the design of the building.
 - Georgia Tech is supporting the advanced manufacturing initiatives in Georgia to build partnerships among higher education institutions, government, and industry.
 - We are supporting USG request for Formula Funds of \$66.7 million to be shared among all USG institutions; funding supports day-to-day operations. Also supporting USG \$50 million in major repair and rehabilitation funds to repair aging facilities across the USG.
 - Campus Carry: The USG and GT are against this. If it passes, we do not know if the Governor will veto it.
- i. Senior Leadership Series. President Peterson is hosting a series of information sessions in a town hall format. The first was on March 1 where the President and Provost talked about the future of higher education. There are two more scheduled events. March 16 with Dr. Steve Cross and Dr. Robert Knotts on Research Priorities and Funding Opportunities in the New Federal Administration. April 6 with President Peterson and Steve Swant on plans for building a resilient campus through both physical and workplace capabilities.
3. Dr. Garcia directed the Board's attention to the posted minutes of the January 24, 2017 Faculty Executive Board meeting (**Attachment #1**). **A motion was made and seconded to approve the minutes. The motion passed without dissent.**

4. The Vice-chair said the next topic is about membership formulas for the Institute Curriculum committee and called on Prof Victor Breedveld, Chair of the IGCC to share a recommendation (**Attachment #2**). The document he shared has a table in the back that shows some numbers for credit hours for each college. The IGCC has observed significant changes in the representation over the last few years and realized it was due in large part to the online master's program. Formula for membership is based on 20 nominal seats among colleges and then is proportional to the percentage of graduate student majors registered in each college in the fall term of the present academic year. When we look at online masters, many students are enrolled in only 3 hours credit. The conversation led them to look at whether this representation was still best. The formula has served us well for a long time. The IGCC proposed the formula be changed to be based on the fraction of graduate education credit hours delivered by each College for an entire year. This recommendation is being sent to the Statutes Committee to consider. Currently, the Faculty Handbook states that conditions have to be met for two consecutive years before membership numbers are changed. Under the current formula, CoC would qualify for seven members to IGCC; it is recommended that the number be held constant for one more year to allow this proposal time to be considered. The IGCC also considered whether non-tenured track academic faculty should be eligible to serve; the IGCC recommended against this as tenured and tenured-track faculty deliver the majority of graduate courses.

A motion was made to hold the current representation to the 2016-2017 levels for the upcoming election. The motion was seconded and passed without dissent.

5. Dr. Garcia called on Ms. Nagela Nukuna, Undergrad SGA President, and Ms. Lindsey Eidson, SGA VP of Academic Affairs to share a presentation (**Attachment #3**) about the Undergraduate Course Critique and CIOS information. She asked that we hold most questions until after the next item on the agenda.

Ms. Nukuna said they were presenting the same information they had shared at the Faculty Senate meeting in February. They have two main points to share; one to request CIOS numerical data be released to students and the second request for CIOS comments to be released to School Chairs and/or Deans, depending on the structure of the school.

They explained that the course critique is an SGA sponsored tool specific to GPA's for certain courses and professors. CIOS is a survey managed by the Office of Assessment and is a survey done at the end of a semester. Numerical data is supposed to be released to students, but the link is broken, probably because the current implementation system does not allow for this. There is additional information the students would like to add to the Course Critique system (a. hours spent on course, b. how prepared you were, c. whether activities facilitated learning, d. whether this was an effective course); in order to add this information, they would need access to the CIOS survey results.

The second request is for CIOS comments to be released to School Chairs and/or Deans. Currently, administrators have access only to the numerical results and not the comments. Students feel the free-form text comments are a way to keep professors accountable for their actions in the classroom and are the best way to get a glimpse into the classroom environment that the professor has created.

Dr. Bras: Last year there was a Task Force on Learning. One of the recommendations was to allow supervisors access to the CIOS comments.

6. The vice-chair next asked Dr. Susan Cozzens, Vice Provost Graduate Education & Faculty Development; Dr. Joyce Weinsheimer, Director, CTL; and Dr. Ruth Poproski, Assistant Director, Faculty Initiatives to share a recommended path forward ([Attachment #4](#)) in response to the SGA's request.

Dr. Susan Cozzens had an opening comment. She thanked SGA both the House and Senate for bringing this forward. She has been working with CETL and the Promotion and Tenure process and this is an important issue. She wants us to turn this into an opportunity to engage with faculty a little more broadly around the course instructor opinion survey. There is a research base that underlies this instrument. If you want to know the history of the development of the survey there is a CS history page where CS information is on the Office of Assessment with links to reports that have been done.

Dr. Joyce Weinsheimer stated this is an ideal time as the students are asking for this and the Task Force on Learning Initiatives is also asking for this. She presented a path forward in [Attachment #4](#). She recommended that a task force be created to address this. There are three items that should be considered:

- Determine how to achieve the highest response rates possible to CIOS across all courses
- Design and offer professional learning opportunities about student evaluations of teaching
- Explore alternatives to using CIOS as the only measure of teaching effectiveness when making decisions about promotion and tenure

There was some discussion that the recommended proposal is more than what the students are requesting. Student request for access to numerical data is already allowed, it is currently an issue of availability; there was agreement that there should be an effort to find a solution to supplying this information. Dr. Cozzens suggests that we should have a period of time to communicate and engage with faculty prior to taking the request to the faculty at a Faculty Senate meeting. Eric Feron agreed to be on the task force.

Move that we have a multi-disciplinary task force created with members from the faculty, students, and CTL with responsibility to review the SGA requests, consider the items in the proposal, and look at the Faculty Handbook to make recommendations back to the FEB. The motion was seconded and passed.

7. The Vice-chair then requested approval of appointments to fill a vacancy on the Institute Undergraduate Curriculum Committee. Blair MacIntyre is on leave until Jan 2018. Professor Jun (Jim) Xu is willing to fill this vacancy for the year until Prof. Blair MacIntyre returns.

Dr. Garcia made a motion that Jun Xu be appointed to the IUCC to fill the vacancy until the Spring 2018 term. The motion was seconded and passed without dissent.

8. The vice-chair reported on the progress being made by the nominations committee for the spring 2017 election. She shared the vacancies that are still open in some races and asked the FEB members to go back to their units and help identify individuals willing to run for election.

When a ballot is completed, an email vote will be sent to the FEB asking for approval. See addendum 1 for an email vote to approve the ballot.

9. Dr. Garcia polled committee liaisons for any reports of matters that should come to the board's attention. The following were significant highlights not covered elsewhere:
 - a. **Pamela Pollet (Staff Council):** absent
 - b. **Joe Hughes (USGFC rep):** absent
 - c. **Nagela Nukuna (Pres, Undergrad SGA):** already heard from her for the SGA request.
 - d. **David Scripka (President, Grad SGA):** They are continuing to work with the Grad Student Experience Survey. They are being successful sharing that information across the campus and with deans. Plan is to send out the survey to the departments.
 - e. **Erica Briscoe (Stud Grievance and Appeal):** Nothing to report.
 - f. **Russ Clark (Faculty Services):** absent
 - g. **Mark Cottle (SAFAC):** absent
 - h. **Eric Feron (Student Activities):** nothing
 - i. **Paul Foster (Academic Integrity):** Met in February and had statistics from the previous years. One notable item is the committee had five cases already this year in comparison with six for all of the previous academic year.
 - j. **Steven Girardot (Student Honor):** absent
 - k. **Satya Gourisankar (Faculty Honors):** nothing
 - l. **Bobby Hall (Faculty Benefits):** Absent.
 - m. **Johanna Lotempio (Student Computer Ownership):** met Feb. 14th and started looking at the guidelines for updates. The goal is to have the guidelines updated and posted by the end of the semester. They are also looking at updating the website.
 - n. **John McIntyre (FSGC):** nothing to report.
 - o. **Milena Mihail (IGCC):** Absent.

- p. **Mirjana Milosevic-Brockett (Statutes):** APR review met and will supply report to FEB at a later date. Statutes committee did not meet.
- q. **Doug Nation (Student Regulations):** will meet on the 17th.
- r. **Pamela Pollet (Staff Council):** Are still getting committee members. They have an Inform Georgia Tech scheduled for May 9 with Chief Connelly. Working on staff recognition proposal with Kim Herrington and Steve Swant. They are having a town hall on FSLA in the spring.
- s. **Carrie Shepler (IUCC):** left meeting
- t. **Dana Simpson (Welfare & Security):** absent, but sent report. At the last minute they talked about bike safety and the safety about Tech Parkway. If anyone has comments about Tech Parkway, please share them with Dana as she will be attending a meeting about Tech Parkway on March 13th.
- u. **Cara-Joy Wong (Staff Council):** absent

10. Dr. Garcia asked if there was any additional business and hearing none adjourned the meeting at about 5:10 pm.

Submitted by Jeanne Balsam, Secretary
March 31, 2017

Attachments

1. [Minutes](#) of the January 24, 2017 Faculty Executive Board meeting.
2. IGCC membership [proposal](#)
3. Course Critique and CIOS Information [presentation](#)
4. A Path Forward [proposal](#)

Addendum #1

The Secretary sent the following electronic ballot to the Faculty Executive Board on March 28, 2017, note the ballot can be seen on the Faculty Governance website (<http://facultygovernance.gatech.edu/Elections.htm>):

Dear members of the Faculty Executive Board (FEB) –

Our Nominations Committee has completed their work and propose the attached ballot.

Please let me know by return email if you approve this ballot.

Yes No My concern is _____

Please try to send your response back to me by the end of this week, Friday, March 31st so we can hold the election Monday, April 3rd thru Monday, April 17th.

May I also take this moment to thank Elena Garcia and John McIntyre for leading this nominations team, and to thank the rest of the team as well for a wonderful job: Carlee Bishop, Kirk Bowman, Maribeth Coleman, and Tom Gaylord.

Thanking you in advance for your speedy response.

A quorum of the FEB members having responded, the question was answered in the affirmative without dissent.