

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

MINUTES

Meeting of August 23, 2016

Held in the Poole Board Room of the Wardlaw Building

Members Present: Balsam (Secretary of the Faculty, GTRI), Bras (Provost), Briscoe (GTRI-ATAS), Clark (CoC-CS), Cottle (Architecture), Cross (EVPR), Feron (AE), Foster (Modern Lang), Garcia (AE), Girardot, Steven (Acad. Affairs), Grover (Chair, ChBE), Gourisankar, Satya (ChBE), Hall, Bobby (GTRI-CTISL), Hall, Leslie (Staff Council), Lotempio (GTRI-SEAL), McIntyre (Business), Mihail, Milena (CoC-IC), Milosevic-Brockett, Mirjana (Biology), Nation (GTRI-ELSYS), Nukuna (Ugrad Pres SGA), Peterson (President), Pollet, Pamela (Chem & Biochem), Powell (OSP), Schumacher (Psychology), Scripka (Grad Pres SGA), Shepler (Chemistry), Williams (USGFC Rep., ECE)

Members Absent: Balch (CoC-IC), Dorsey (Staff Council), Pusateri (Staff Council), Riley (Vice-Chair, ECE), Simpson (OSP)

Guests: Cozzens (Vice-Provost Grad Ed & Fac Dev), Herazy (Asst. Provost), Hughes (ECE), Knoespel (LMC), Perez (Dir. Counseling Ctr), Stein (VP Stud Life & Dean of Stud)

1. Prof. Martha Grover, Chair, opened the meeting at 3:05 P.M.
2. Prof. Grover welcomed those new to the board and thanked those that are rotating off the board. She asked each to introduce themselves and state where they are located on campus.
3. Prof. Grover directed the Board's attention to the posted minutes of the June 14, 2016 Faculty Executive Board meeting (**Attachment #1**). **A motion to approve was seconded and passed without dissent.**
4. The Chair called on President Peterson to remark on matters of interest to the Georgia Tech community. He called on Provost Bras and EVPR Steve Cross to also share notes of interest.
 - a. Just completed the summer tour; traveled 580 miles, held 27 events, traveled to 14 cities, all in four days. It was a great way to talk about what's happening at Georgia Tech and how we are having an impact on the state.
 - b. About 2800 freshmen moved in last weekend, along with the upperclassmen.
 - c. Create-X Summer Startup demo day is today at the Fox Theatre. Georgia Tech Startup Summer is a faculty-led, student-focused, 12-week intensive course for student teams to launch startups based on their ideas, inventions, and prototypes. To date 42 teams have been through Startup Summer in order to launch their startups. Current teams have an optionally to accept a \$20,000 investment in order to pursue their dreams.

- d. Athletic director Mike Bobinski has resigned and will be going to Purdue. We have identified a search committee to help us find a new athletic director, very confident that we will have someone by December of this year.
- e. The Institute Address is this Thursday at 11 AM, we will be talking about things accomplished in the past year as well as plans for this coming year. Last year we had several task forces. We had gender equality initiatives that weren't necessarily "task forces", they were more of listening sessions. We have come up with 11 initiatives we will be implementing over the next two years, some of which include: the black student experience task force, the mental health and suicide prevention task force, as well as training for managers at Georgia Tech.
- f. Things are going very well with facilities - the high performance computing facility will be breaking ground this month, and is expected to be finished in the 4th quarter of 2018. The technology/innovation center in Tech Square continues to grow and expand as well. As of today, GTRI has 250,000 square feet of office and lab space in Cobb County. We just recently purchased an additional 750,000 square feet of office and lab space, located next to Lockheed.

Provost Bras spoke:

- g. New student convocation was great. We are in a treat with these new student.
- h. The great news is in graduate education. We have 410 new graduate students (not including online OMS CS students, which would be another 500 students.) For the first time, we have over 11,000 graduate students, making up 42% of the student body.
- i. The Commission on Creating the Next in Education is going very well, as they recently finished their discovery phase.
- j. The task force on Classroom and Space; there is no perfect solution for everything. This is a good solution for us to implement. He thanked Joe Hughes and Steven Girardot for their work.
- k. We are starting a program called "Emerging leaders", which is a yearlong program for leadership development for leadership and faculty.

EVPR Steve Cross comments:

- l. This year went very well for research; we hit a new high with \$785 million in expenditures. We also won over \$100 M in industry awards for the first time, with 60% of that being true industry work.
 - m. For the High Performance Computing Center, we have a faculty shepherding group that represents each college and GTRI. They will make recommendations for the space in the building.
5. Prof. Grover called on the Student Government Association Undergraduate President, Ms. Nagela Nukuna, and Graduate President, Mr. David Scripka, to share the SGA top priorities for the year.
 - a. Student Government Association Undergraduate President, Ms. Nagela Nukuna:
 - Looking to emphasize mental health this year
 - Increase communication between students
 - Student experience in the classroom, such as updating course critique on a more frequent basis

- Making Career Buzz more useful
 - Work towards getting rid of major discrimination, particularly towards non-STEM majors
 - How to support students of different religions and different cultural backgrounds
 - Create more relaxation spaces
 - Ability to brand SGA better
 - Standardizing the way Georgia Tech/students respond to crises
- b. Graduate SGA President, Mr. David Scripka who used the presentation in [Attachment 2](#):
- Working on a wide number of issues, but wanted to focus on the graduate student experience survey. Graduate students are now a large part of the student body that it is more important than ever to listen to their needs.
 - We now have information on where grad students are struggling; we need to start addressing these issues
 - First off we want to have a mechanism where this data from the survey can easily be explored
 - We want to work with GT as a whole, but also within specific departments
 - We also want to make sure to focus on the positive results from the survey
6. The chair next called on Dean John Stein, VP for Student Life & Dean of Student, and Dr. Ruperto Perez, Director of the Counseling Center to share tips for helping a distressed student. They used the presentation in [Attachment #3](#).
- a. On any given day the students are doing okay.
- b. Faculty are the eyes and ears of the campus on a daily basis.
- c. On any given day students will be stressed, the goal being to figure out how to cope with that stress
- d. The students we are really concerned about are the students who are distressed. They lack the ability to problem solve and get the correct resources they need.
- e. Any serious emergency in the classroom should result in a phone call to GTPD
- f. Tony Perez talked about our new initiative for suicide prevention:
- Our new campus suicide prevention initiative is based on an international initiative
 - Model based on the premise that one death by suicide is too many is called the “zero suicide initiative”
 - The GT campaign will be called “Tech Ends Suicide Together”
 - Open to all members of the community, not just students
 - GT rigor does not drive students to commit suicide; previous history, life situations, other matters do
 - When GT students commit suicide, GT doesn’t publicize the event not to avoid bad press, but out of respect for the families

- Discussion about international students vs. domestic students regarding cultural differences and suicide
 - Counseling center works with students. When faculty or staff have counseling services, we refer faculty and staff to the HR Assistance Program; this is for privacy concerns so our staff is not working with our faculty or staff. Sometimes when publicized, there may be a copycat.
 - We try to intervene at the appropriate time to help and to save a life
7. Next, the chair called on Professor Joe Hughes and Dr. Steven Girardot to share status of the Classroom and Academic Scheduling Task Force.
- a. The report was recently finalized, accepted, and the recommendations made were endorsed. The appropriate administrative leadership has been asked to begin moving to implement the recommendations starting this fall.
 - b. The outcome was a set of nine observations related to the issue, with five specific recommendations in regard to steps that should be taken in response to the observations.
 - c. Most important observation is that the campus culture around classroom scheduling must shift to a “common good” philosophy. One unit’s needs are not necessarily more important than another’s.
 - d. Need to figure out the balance between individual unit autonomy and central scheduling.
 - e. A broad summary of the five recommendations are:
 - New daily scheduling template (15 minute breaks as opposed to 10 minutes etc.). Increase grid to have more two-day slots. Utilize full grid from 8 am to 6 pm.
 - Policies, Procedures, and Best Practices (establish “anchor classes” that will have priority over scheduling. Scheduling will be more than data entry into Banner, it will focus on sharing best practices)
 - Instructional and Class Scheduling Subcommittee of the IUCC & IGCC (recommending the establishment of a permanent, joint subcommittee of the IUCC and the IGCC)
 - Organizational re-alignment (recommends that class scheduling be moved from CPSM into the registrar’s office)
 - Resources and technology (Banner not being used to its full potential)
 - f. Hope is to roll out changes next fall or maybe next summer.
8. Prof Grover explained the responsibilities of the FEB’s review of Academic Program Reviews (APR). This used to be a responsibility of the curriculum committees, but some of the information in APR reviews is not curricular, but generic information for the college or school and often has a common theme across academic schools/colleges. Therefore, there was a change in the Faculty Handbook ~3 years ago to move this review of the APR from the curriculum committees to the FEB. The FEB has performed this review for 2 years and provided a report to Provost Bras. It appears to be working well. She said that several of the members of last year’s committee are willing to be on the review committee again this year;

this is John McIntyre, Doug Nation, Eric Schumacher, and Carrie Shepler. Prof Grover asked the new board members to consider joining the group.

9. Next Prof Grover sought to fill vacancies on two committees.
 - a. Institute Undergraduate Curriculum Committee: Milena Mihail is a newly elected member of the FEB, therefore, she cannot be on the IUCC representing CoC. This leaves a vacancy for one year to fill her remaining term [16-17]. Prof. John Stasko (CoC-IC) is willing to fill this vacancy. **Motion: Appoint Dr. John Stasko to complete the term of Milena Mihail on the IUCC. The motion was seconded and passed.**
 - b. Welfare & Security Committee: Gary Spichiger is stepping down from the committee. Daniel Longhurst, Principal Research Scientist, in GTRI is willing to fill the two year vacancy [16-18]. **Motion: Appoint Daniel Longhurst to complete the term of Gary Spichiger on the Welfare & Security Committee. The motion was seconded and passed.**
10. Next, the chair called on Jeanne Balsam, Secretary of the Faculty, to seek approval for Professor Rhett Mayor to continue to serve on the IUCC. Dr. Mayor is on an approved leave of absence, is willing to continue to serve on the committee, but the FEB must approve his participation when on leave. **Motion: Approve Professor Rhett Mayor to continue to serve as a voting member on the IUCC committee during his leave of absence. The motion was seconded and passed without dissent.**
11. Prof. Grover 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. **Leslie Hall (Staff Council):** There is a town hall coming up on October 4th, also one more in our GT Informed series which will be on November 10th. Also mentioned that there will be seven seats vacating at the end of this year so elections soon.
 - b. **Doug Williams (USGFC rep):** Nothing to report.
 - c. **Nagela Nukuna (Pres, Undergrad SGA):** Already spoke.
 - d. **David Scripka (President, Grad SGA):** Already spoke.
 - e. **Tucker Balch (IGCC):** Absent.
 - f. **Erica Briscoe (Stud Grievance and Appeal):** Nothing to report.
 - g. **Russ Clark (Faculty Services):** Nothing to report.
 - h. **Mark Cottle (SAFAC):** Nothing to report.
 - i. **Paul Foster (Academic Integrity):** Nothing to report.

- j. **Eric Feron (Student Activities):** Nothing to report.
- k. **Elena Garcia (liaison to Staff Council):** Staff Council already reported by Leslie Hall.
- l. **Bobby Hall (Statutes):** Nothing to report.
- m. **Johanna Lotempio (Student Computer Ownership):** Nothing to report.
- n. **John McIntyre (FSGC):** Turned down one case and second case is under review.
- o. **Doug Nation (Student Regulations):** Nothing to report.
- p. **Michelle Powell (Benefits):** Nothing to report.
- q. **Eric Schumacher (Student Honors):** Nothing to report.
- r. **Carrie Shepler (IUCC):** Nothing to report.
- s. **Dana Simpson (Welfare & Security):** Absent.

12. The chair thanked Professor Doug Williams for serving 7 years as Georgia Tech's representative to the University System of Georgia Faculty Council (USGFC). He has been selected to be the Associate Dean for Administration and Finance in the College of Engineering. She stated we need to select a new GT representative to the USGFC. She ask Doug if he had any words of wisdom to share about the USGFC. Doug said that each institution is represented by one faculty member and the meetings are at different campuses during the year. It is a representative body, not a governing body. Professor Grover went on to explain the Bylaws of the USGFC state: "Membership of the USGFC shall be composed of one voting representative from each USG institution and that representative must be a member of that institution's faculty and selected by a process determined by the faculty or faculty body (council, senate, assembly, etc.) of that institution." The FEB in past years has felt that

- It was important that Georgia Tech be represented so that we could contribute and stay in touch with USG matters.
- The Faculty Executive Board would be in a good position to choose a faculty member with wise council and appropriate expectations for this role.
- We ask that the representative to the USGFC also serve as ex officio, unless already a member on the FEB so there is good communication concerning matters that may arise in the Council.

Prof Grover introduced the three candidates willing to serve as the GT representative to the USGFC and gave them a few minutes to introduce themselves. In alphabetical order: Joe Hughes, Ken Knoespel, and Milena Mihail. She explained the election process would be by email ballot sent to those FEB members continuing in service. See addendum 1 for the email vote.

13. Jeanne Balsam, Secretary of the Faculty, discussed the election of the Faculty Executive Board Chair and Vice-Chair for 2016-17. At this time, she has received one person interested in Chair, and one person interested in Vice-Chair.

The candidates so far are:

- George Riley - Chair

George is in Shenzhen China to help get the Fall semester started. In his absence, he provided a statement: I am looking forward to continuing the policy of making the FEB more “deliberative”, and less rubber stamping. I also will continue our approach of inviting “guest speakers” (such as the budget director) to brief us on matters of concern to all of GT.

- Elena Garcia - Vice-Chair

Asked to say a few words:

Agrees with George’s comments, and believes that it is important to move to a more deliberative approach.

With no one else wanting to be considered, election was held by acclamation. George Riley is Chair and Elena Garcia is Vice-Chair.

14. Prof Grover asked if there was any additional business and hearing none adjourned the meeting at about 4:45 pm.

Board members and guests adjourned to a reception in the Gordy Room.

Submitted by Jeanne Balsam, Secretary
September 26, 2016

Attachments

1. [Minutes](#) of the June 14, 2016 Faculty Executive Board meeting.
2. Graduate SGA [presentation](#)
3. [Tips for Helping a Distressed Student](#)

The Secretary sent the following electronic ballot to the Faculty Executive Board on August 23, 2016:

Dear Faculty Executive Board members,

It was great to see you at the meeting today. As discussed in today’s meeting, the FEB needs to appoint a representative to the University System of Georgia Faculty Council (USGFC).

The Bylaws of the USGFC state:

“Membership of the USGFC shall be composed of one voting representative from each USG institution and that representative must be a member of that institution's faculty and selected by a process determined by the faculty or faculty body (council, senate, assembly, etc.) of that institution.”

The Faculty Executive Board in past years has felt that

- It was important that Georgia Tech be represented so that we could contribute and stay in touch with USG matters.
- The Faculty Executive Board would be in a good position to choose a faculty member with wise council and appropriate expectations for this role.
- We ask that the representative to the USGFC also serve as ex officio, unless already a member on the FEB so there is good communication concerning matters that may arise in the Council.

We have three candidates willing to serve as the GT representative to the USGFC and as an ex-officio member of the FEB. Please cast your ballot and return to me. In the event we do not have one candidate that receives 51% of the votes, I will send a run-off email ballot.

Please vote for one - candidates listed in alphabetical order:

- Joe Hughes _____
- Ken Knoespel _____
- Milena Mihail _____

Your quick response is appreciated.

The election did not have a 51% winner; therefore a runoff election was held with an email sent on September 14, 2016.

Good morning,

We need to have a runoff election for the representative to the University System of Georgia Faculty Council as no candidate received 51% of the votes that were cast.

Please see below for information, cast your ballot, and return to me by this Friday, Sept. 16th.

A quorum of the Faculty Executive Board members having responded, the runoff resulted with Joe Hughes elected to be the USGFC representative.