

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

**Tuesday, October 18, 2016, 3:00
Student Center Theater**

MINUTES

1. President Peterson opened the meeting at about 3:00 PM. He stated he could attend only for a few minutes, would provide a few remarks of interest on the campus, and turn the meeting over to Provost Bras:
 - a. Todd Stansbury, a Georgia Tech Football Alum, is officially the new Athletic Director for Georgia Tech.
 - b. The Georgia Tech Foundation completed and closed on the purchase of the Biltmore. It is 96% occupied right now, which is great. We will work with the Biltmore similarly to how we use the Centergy building.
 - c. We have officially broken ground on the CODA building in Tech Square. Construction will begin soon on 750,000 square feet and \$350B.
 - d. The library project is underway. We have moved the books to the shared facility with Emory. The Board of Regents has recommended to the governor that he include \$47 million for the library project in his budget.
 - e. A lot of changes. As many of you may know, former Attorney General Sam Olens was appointed president of Kennesaw State University. This left the AG's office open, and Chris Carr was appointed as the new Attorney General for the state of Georgia. Hank Huckaby announced he would retire as the Chancellor at the end of December; the Board of Regents has appointed Dr. Steve Wrigley to be the new Chancellor.

Provost Bras continued with remarks of interest:

- f. The Board of Regents approved the Doctoral of Philosophy in Ocean Science and Engineering as well as the remodeling of the basement of the Klaus Computing building for a robotics facility.
- g. As you may know, we have had a recent suicide, and had a memorial service last night. We have the "Tech Ends Suicide Together" campaign, and he highly urged everyone to participate. We need to come together as a community to understand how to observe and react.
- h. The Commission on Creating the Next in Education has been going on for about six months. Yesterday we had a meeting with a set of outside individuals from the Advisory Board and the Foundation to seek their advice. They are currently in the ideation phase of the project. The discovery phase is done; the reports are being summarized and will be available at the website.

- i. The Task Force on the Classroom and Academic Scheduling, chaired by Joe Hughes and Steven Girardot, has done an extraordinary job in coming up with a good solution for the community. They have several recommendations that will be implemented in daily classroom life. These recommendations will start to be seen in the fall of 2017.
2. The Provost asked for the minutes of the April 19, 2016 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.**
3. Dr. Bras called on Bill Todd, Co-Chair of the Charitable Campaign, to explain the campaign this year. He showed the website in [Attachment #2](#). Georgia Tech has been a leader in the Charitable Campaign. This campaign impacts the Georgia Tech community, the Atlanta community, and the state community. Last year Tech won the Governor's Cup for the ninth time for highest participation in its category of state agencies. Three points: (1) it is easy to make a contribution on TechWorks, (2) there is plenty of choices, you decide where you want your contribution to go, these charities have been vetted; (3) it really does make the community better. The focus this year was on trying to increase the percentage of employee participation. Mr. Todd said the reason to contribute through the Charitable Campaign is because there is zero overhead to give to the charity and confidence the charities are legitimate. This was a chance to show that the Georgia Tech community cared about the communities and people around them.

Provost Bras added his encouragement for faculty to participate in giving.

4. The Provost asked Joe Hughes Chair of the Statutes Committee to present recommended changes ([Attachment #3a and #3b](#)) to the *Faculty Handbook*. He explained that the requested changes came from the Vice-Provost's office on Graduate Education and Academic Affairs.

All of the changes are in the non-statutes section of the faculty handbook, which means we a proposed change requires only one vote. Some of the issues brought up had to do with formatting and wording issues, which have been fixed. There is also a new statement regarding promotions denied for budgetary reasons. Another issue brought up is that this is a lot of text to add to the handbook, do we need all of it and how does it compare with what is said about tenured-track faculty.

What is being proposed is in Section 3.2.2, Non-Tenure Track Faculty Members: Hiring and Promotion Guidelines. This section provides information for Professor of the Practice, Academic Professionals, Lecturers/Senior Lecturers, Instructors, Librarians and Archivists. The requested changes are for Academic Professionals and Lecturers/Senior Lecturers.

Academic Professionals: add a Principal Academic Professional category; add examples of appropriate academic assignments like work in a laboratory and course development; add a section on "Guidelines for Appointment and Evaluation" which includes expectations for each rank, promotion criteria, review procedures, and feedback at the end of the process.

Lecturers/Senior Lecturers: specify documentation and process requirements for hiring; add section on “Guidelines for Appointment and Evaluation” which includes expectations for each rank and evaluation/promotion procedures.

The statement “Any promotion denied for budgetary reasons shall be considered as deferred until sufficient funds become available.” is already in the Faculty Handbook; it matches the language for tenure-track promotions in section 3.3.6. It allows for the case that someone is being considered for promotion, earns the promotion, but the promotion cannot occur due to the budget; this statement allows for an approved promotion to occur when the budget has the funds.

Prof. Hughes stated we do need all this additional information because the University System Policy Manual requires we have guidelines for these things. Section 3.2.2 contains all the information whereas in section 3.2.3 there are many sub-items so the structure may look different, but the same type of issues are covered for each.

He asked if there were any questions:

Q: There was a question about the timeline for advancement being different for tenured and non-tenured academic faculty.

A: That is following the US policy manual. This was vetted with faculty development associate deans and the academic associate deans and they suggested those years in grade prior to advancement.

Q: Question about external peer review letters.

A: External Peer Review: “Depending upon the nature of the candidate’s responsibilities, these letters may be national, regional, or local.” Yes, these need to be external to the institute. Even when a candidate is not engaged externally, it is possible that a candidate’s work can be reviewed by someone external similarly as tenured-track external peer reviews. This is the same requirement we see for research faculty with regard to external peer review. Provost Bras provided a friendly suggestion, the language was written to allow for variety of leeway; maybe we need to keep the language; we can figure out the appropriate guidelines from the Provost office. The units may need to determine for a particular candidate how the letters should be requested.

Q: Who was the group that proposed these changes?

A: Dr. Leslie Sharp responded a task force of academic professionals looked at other institution’s guidelines including UGA. A member of the task force included an administrative professional from the CoS; also, three associate deans have been very involved with making sure this was consistent and fair.

Prof. Hughes made a motion to accept the proposed modifications. He requested a show of hands and the motion passed.

5. The Provost then called on representatives of each of the Standing Committees of the Faculty as a whole to present their annual reports and any minutes requiring approval. There were no specific action items that needed further approval. In most cases the representatives followed closely the reports in the committees’ files on the faculty governance website noted in

Attachment #4 below and so this text is not repeated here. The following is an outline of the material presented showing the representatives that appeared to make the presentations

Standing Committees of the Faculty

- a. Faculty Benefits – Prof. Michael Elliott presented the [Annual Report](#) for Prof. Jason Freeman (Chair, 2015-16) and Prof. Raquel Lieberman (Chair, 2016-17)
Minutes 08/25/15, 09/29/15, 10/27/15, 12/01/15, 01/27/16, 02/24/16, 03/23/16.
Prof. Elliott moved to have the above minutes approved and the motion passed without dissent.
- b. Faculty Honors – Chair, Dr. Nathan Moon presented the [Annual Report](#).
- c. Faculty Status & Grievance – Prof Carol Colatrella presented the [Annual Report](#) for the Chair, Prof. Jon Colton (2015-17).
- d. Statutes – Chair, Prof. Joe Hughes presented the [Annual Report](#).
- e. Faculty Services – Chair, Ms. Susan Parham (2015-16) presented the [Annual Report](#).
Minutes 04/11/16, 05/09/16.
Ms. Parham moved to have the minutes approved and the motion passed without dissent.
- f. Welfare & Security – Mr. Al Concord presented the [Annual Report](#) for Chairs, Gary Spichiger (2015-16) and Ms. Patricia Kenly (2016-17)
Minutes 08/26/15, 11/10/15, 03/24/16.
Mr. Concord moved to have the minutes approved and the motion passed without dissent.

6. 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 #5** 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 – Chair, Prof. Rhett Mayor (2015-17) presented the [Annual Report](#) and also covered minutes and action items, including those from the 2016-17 academic year, utilizing the presentation in **Attachment #6a**.
Minutes: 05/03/16, 05/17/16, 06/07/16, 08/23/16, 09/06/16, 09/20/16.
Action items: From 06/07/16: Center for Career Discovery and Development: two new courses; Industrial Design: correction to April 12 minutes: remove three courses from the BSID curriculum, but keep the courses in the CoA (now CoD). **From 08/23/16:** Schools of Chem & Biomolecular Eng and ME: approve three cross-listed Special Topics courses. **From 09/06/16:** School of International Affairs: degree modification; Dept. of Biomedical Eng: modify pre-requisites; School of Economics: degree modification; Office of International Ed: offer new options and one new course; ECE: pre-requisite changes; School of Material Sci and Eng: deactivate courses, 2 new courses, MSE degree mod; ME: 1 new course; School of Biological Sciences, Chem & Biochem, Physics, and

Psyc: new interdisciplinary minor; School of Biological Sciences: new track option, pre-req mod; Math: pre-req mod. **From 09/20/16:** Math: 2 new courses.

Prof. Mayor moved for the adoption of the action items, it was seconded and passed. He then moved for the approval of the minutes which were seconded and approved without dissent.

- b. Institute Graduate Curriculum – Chair, Prof. Victor Breedveld (2015-17) presented the [Annual Report](#). He also covered minutes and action items from both academic years, utilizing the presentation in [Attachment 5b](#).

Minutes: 05/26/16, 06/23/16, 08/25/16, 09/08/16, 10/06/16.

Action Items: From 05/26/16: School of City and Regional Planning four new courses; CoS reorganization of the Schools of Biology and Applied Physiology with name change to School of Biological Sciences; **From 06/23/16:** CoC MS Information Security: rename MS in Cybersecurity, new specializations in three schools Technology Spec (CS), Energy Systems Security Spec (ECE, and Cybersecurity Policy Spec (Public Policy). **From 09/08/16:** School of Business: one equivalency correction; CoC: degree modification to add an existing course to CS concentration; Office of Graduate Studies to increase minimum TOEFL score requirement for graduate admissions. **From 10/06/16:** Scheller CoB: degree modification; Scheller Cob, CSE, ISYE: online delivery of existing program Master of Science in Analytics; CSE: new course.

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

- c. Student Regulations – Chair, Prof. Al Ferri (2014-17) presented the [Annual Report](#) and minutes and action items for both academic years utilizing [Attachment #5c](#). Minutes: 04/28/16.

Action items: From 04/28: Revision of attendance policy; revision to the auditing of classes policy; endorse Make-up Classes policy; revisions to the Course Requirements policy.

Prof Ferri moved for the adoption of the action items, seconded, and approved without dissent. He moved for the approval of the listed minutes that were seconded and approved.

- d. Student Academic & Financial Affairs – Chair, Prof. Anne Pollock (2015-17) used [Attachment #5d](#) to present the [Annual Report](#), action items, and minutes.

Minutes: 04/21/16, 09/09/16. **From 04/21/16:** approve revised language on Institute Approved Absences, religious observances.

Prof Pollock motioned for the action items and minutes to be approved. The motions were seconded and passed without dissent.

- e. Student Activities – Chair, Prof. Lewis Wheaton (2015-16) and Prof. Chris Ippolito (16-17). Prof Wheaton presented the [Annual Report](#), action items, and minutes.

Minutes: 10/01/15, 10/15/15, 11/05/15, 01/29/16, 02/19/16, 03/04/16, 04/22/16, 08/31/16.

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

Prof Wheaton 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.

- f. Student Grievance & Appeal – Chair, Prof. Elliot Moore (2015-17) presented the [Annual Report](#).
- g. Student Honor – Chair, Prof. Jake Soper (2015-17) presented the [Annual Report](#) utilizing the materials in [Attachment #5e](#).
- h. Student Computer Ownership – Ms. Jeanne Balsam presented the [Annual Report](#) for Prof Roman Grigoriev (Chair 2015-16) and Prof. Brian Gunter (Chair 2016-17)
- i. Academic Integrity – Chair, Prof. Jeff Davis (2015-17) presented the [Annual Report](#) using [Attachment #5f](#). Minutes: 10/27/15, 02/10/16.

Prof Davis moved for the adoption of the listed minutes. These were approved without dissent.

- 7. Provost Bras then asked if there was any other business. Hearing none, he adjourned the meeting.

The meeting was adjourned at about 5:25 PM.

Respectfully submitted,
Jeanne Balsam
Secretary of the Faculty
November 9, 2016

Attachments:

- 1. [Minutes](#) of the April 19, 2016 meeting of the Academic Faculty Senate.
- 2. [Website](#) for the Georgia Tech Charitable Campaign
- 3. Faculty Handbook modification request
 - a. [Presentation](#)
 - b. Section 3.2.2 [requested modifications](#)
- 4. [Annual Reports and Minutes](#) of Standing Committees of the Faculty
- 5. [Annual Reports and Minutes](#) of Academic Standing Committees
 - a. [IUCC presentation](#)
 - b. [IGCC presentation](#)
 - c. [SRC presentation](#)
 - d. [SAFAC presentation](#)
 - e. [Student Honor presentation](#)
 - f. [Academic Integrity presentation](#)