Coles Faculty Council  
February 20, 2014

In Attendance:  Debbie Lester, Samia Siha, Radwan Ali, Tom Miller, Tim Mathews, Jim Herbert, Bruce Clements, Rick Franza, R. Veliyath

D. Lester called the meeting to order at 2:02 p.m.

B. Clements moved to approve the November 20 minutes.  R. Ali seconded; motion passed.

R. Franza will check with Mandy Brooks and get an update on the website for the next meeting.  The job has been contracted out and the company has some draft content but needs further content such as strategic plan and mission statement information.

R. Franza will be meeting with the business working group for consolidation today.  He will keep the group updated.  Regarding accreditation, there is a consultative meeting with some of the team on Monday.

R. Ali will be sending the survey regarding the administrative review process and instrument to faculty.  This was planned for the fall but it will be added to the election ballot for spring.

Discussion on the new faculty awards resulted in some suggestions regarding the process.  Due to issues with collecting the applications this year, either an online application system or a dedicated email address needs to be used for next time.  R. Ali will research both options and report to the group.

J. Herbert moved that any member of the CFC must recuse themselves from decisions regarding awards for which they have applied.  R. Ali seconded.  Motion passed.

The award recipients will be announced at the end of year faculty meeting.

R. Ali moved that all winning applications should meet certain requirements, to be determined through this year’s process.  All awards do not have to be given each year.  T. Mathews seconded.  Motion passed.

Each member of the awards committee should use the existing evaluation form for evaluating the submissions.  Then, a revision process of the instrument can take place before next year.  R. Ali will send a spreadsheet (for tallying the information from the
evaluation forms) to each member of the committee to complete and return to him. The evaluation form and all submissions can be found on files.kennesaw at the link D. Lester provided to the committee.

The next meeting will be March 20, 2014 at 2:00 p.m.

Recorded by L. Bauer
Approved March 20, 2014