

Faculty Affairs Committee
Thursday, September 25th, 2025

2:30 – 4:00pm

Minutes

In attendance: Dawn Schoenenberger, Amanda Miller, Liz Gildersleeve, Olu Bamiduro, Dan Ryan, Dana Poole, Ashley Dolsen, Megan Dayhoff, Marti Grahl

- I. Welcome
- II. Minutes from last April approved: Motion made by Marti Grahl, seconded by Amanda Miller
- III. Old Business:
 - A. Softdocs – Faculty Observation Form Update (see documentation via SharePoint)
Marti Grahl reminded the committee about the Softdocs flowchart method that will allow users to choose one base form no matter what kind of teaching modality, and then the form will open up the appropriate question banks.
- IV. New Business:
 - A. TEAMS Site Review: Dawn Schoenenberger reviewed the TEAMS site to remind members how to find documents.
 - B. Upcoming Work for Faculty Affairs:
 - i. Dawn Schoenenberger reminded the committee that many charges that might have come to this committee will not be discussed as they are currently in Union negotiations.
 - ii. The only exception we know of right now is Policy 5053, Team Teaching Contact Hours, which needs to be reviewed again since the last review of December 15, 2020.
 1. The committee talked about Policy 5053 and situations where team teaching might be helpful, suggesting that the situation described in this policy should be used more often.
 2. The only wording that needs to be changed are:
 - a. “Division Chair or Director” needs to be replaced with “Division Director.”
 - b. “normal contact hour expectations” needs to be replaced with “assigned contact hour expectations”

3. Marti Grahl read the proposed changes, and the committee voted on the changes. The committee voted unanimously to approve these changes.
- iii. The committee talked about the possibility of creating a place where faculty and administrators could share information about alternate professors for specific courses. We will share this information at the next Shared Governance meeting to see if this would become a Faculty Affairs charge in the coming year.
- iv. We might also look into improving the Retention Alerts and Student-Athlete forms by having guest speakers like Angie Auldridge or Mike Martin come to Faculty Affairs. We might invite Christine Ohl-Gigliotti or Alyssa Little to do a Spring presentation to faculty about the student-athlete form.
- v. Megan Dayhoff mentioned the problems with faculty being asked to sign pre-filled "Time Sheet Completion" DSS forms, but this may be a topic for Student Affairs rather than Faculty Affairs. Megan will put this research request forward.
- vi. We need to redefine Faculty Affairs assignments. The current definition includes tasks that are now under the Union.
- vii. We might look at the Alternative Assignment form to make it easier to use.

Next meeting: October 23rd, 2025

Meeting adjourned at 3:20.