

Faculty Affairs Committee Minutes
3 September 2009
341E BH / / 8:30 a.m.

Committee members Present: Kay Ann Taylor, Chair; Aaron Carlstrom, Mary Devin, Sonia Esquivel, Deb Abernathy

1. Meeting was called to order at 8:30
 - a. Introductions and a warm welcome to new graduate student representative, Deb Abernathy
 - b. Sonia volunteered to take minutes
2. Minutes were approved by Aaron, Sonia second.
3. Old business
 - A. Debrief Safety Seminar Tuesday, 25 August 2009.
 - i. Seminar was well attended (22), despite the time confusion. Mary suggested it begin 20 minutes after the COE meeting. Deb will announce the next one at the graduate student meeting. It was recommended we all go and check it out at the Catalyst, since it was recorded! Block A and Block I professors have asked for video.
 - ii. We will get feedback on what we want from our department meetings and discuss the seminar for fall 2010. At that meeting, Dr. Taylor will ask for a volunteer to coordinate seminar. Sonia possibly interested.
 - B. Status of Crisis/safety plan priorities and Dean Holen's requests
 - i. Aaron is working with Mary Hammel to compose the "Bluemont Hall Safety Guide" card/poster that will be placed in each public place that succinctly addresses these matters. Some of the university safety guides are already up, may look through it to make some for BH specifically.
 - a. Dr. Taylor suggested getting more university manuals to place in all the classrooms.
 - ii. Mary was concerned with the natural disasters safety issues. Perhaps we could have a "drill" during faculty assembly so we know what it sounds like.
 - a. Dr. Taylor suggested creating an evacuation plan/floor plan and place in the COE handbook that is online now.
 - b. She will also ask Steve from Fire dept where to best post the evacuation plan and ask what they recommend for an evacuation plan
 - iii. The group discussed the H1N1 crisis, will discuss it further at next meeting and will mention at the next faculty assembly, as well as show the link.

- iv. Sonia will contact the department offices to ask if they have first aid kits
 - C. Aaron showed the safety document on the COE website.
URL link: <http://coe.ksu.edu/about/safety.htm>
 - i. Hard copies are available in most classrooms
 - D. No other old business
- 4. New business
 - A. Nominations and election of new Faculty Affairs Chair
 - i. The motion was carried to have Tim Frey for Chair and Aaron as Vice-Chair
 - B. Sub-Committee Chair volunteers for 2010 Awards
2010 Excellence in Advising Award Subcommittee- Aaron will be the chair
2010 Excellence in Graduate Teaching Award- chair will be discussed at next meeting
 - i. Sonia recommended we review the eligibility requirements and Dr. Taylor will check with Pam on the submission deadlines.
 - C. Faculty retirements this year – Taylor will check with Pam Monroe.
- 5. No other business
- 6. Meeting adjourned at 9:30 am.

Next meeting: Thursday, 1 October 2009, 8:30 a.m., BH341E

Minutes respectfully submitted by Sonia