**GaIM Faculty Meeting Minutes**

**8/11/2022**

**1:00-3:00pm**

**Attendance***: Natalie Underberg-Goode, Peter Smith, Daria Sinyagovskaya, Dan Novatnak, Terrell Theen, Maria Harrington, David Negrin, Noah Hunter, John Murray, Gideon Shbeeb, Taylor Howard. Madeline Davis, Taylor Howard, Max Croft, Jordan Lipscomb*

**Absent (excused):** Maria Harrington, Eddie Lohmeyer, Matthew Mosher (sabbatical)

**Introductions to leadership team and new faculty**

Natalie introduced David as new undergrad coordinator and welcomed Peter back as continuing DAD/grad coordinator.

**Congratulations**

Natalie congratulated Maria and Dan on their promotions

**Mentorship and committee assignments**

Plans for mentoring T/TE faculty were shared

Committee assignments were shared

**Expectations for teaching**

Natalie reviewed expectations for teaching, including information about book orders, syllabi, meeting class, office hours, aligning content with objectives, maintaining course rigor, advising, timely response to student inquiries, recording and submitting grades, remembering that final exams must be held unless Director approves in writing, demonstrating satisfactory performance on Student Perception of Instruction Reports, and responding within two business days to emails from ADs or NSCM leadership.

Faculty discussed office hours policy in light of new rules announced by Robert. A motion was made to adopt the following policy:

One hour per class, with at least one hour total being held in-person. Faculty should add the words “and by appointment” to their statement

Motion made by Max Croft, seconded by John Murray. Unanimous vote in favor of adoption

**Financial (travel, spending, swag)**

Natalie reviewed information about financial matters, including travel budget and process, expense card use, spending card requests, and swag orders

**Annual reporting**

Natalie announced information about annual reporting, including new reporting documents for AESP, need for complete records, and the fact that we use Sedona

**Academic affairs**

Natalie discussed academic affairs issues, including adjuncts, assessment, UTA program, process for changing grades, academic deadlines, financial aid verification, process for changing schedule, Nicholson Resource, and FCTL

**Human resources**

Information about human resources was shared, including regarding approval of absences and telling Debbie if you moved

**Other academic matters**

Natalie reviewed information about other academic matters, including specialized admissions programs, AESP documents, P&T and I/L Promotion documents, and Bylaws

**Communication (E-update and Nicholson News)**

Information about E-update and Nicholson News was shared.

**Other**

Natalie reminded everyone about GaIM beginning-of-semester get-together at Ace Café on Saturday August 13, 6pm

Meeting adjourned 2:36pm.

***Next meeting Scheduled for September 16, 2022***