Faculty Affairs Committee
October 19, 2011 Meeting Minutes

Attendees:
Bella Gerlich, Ex-officio member
Ken Abramowicz
Cecile Lardon
Chris Fallen
Karen Gustafson
Mike Davis, call-in
Margaret Short
Andrew Metzger

Proposed revision to faculty activities report (attached) - Presented by Dana Thomas (Vice Provost) and Barbara Taylor (Director of undergraduate research and Scholarly Activity; URSA).

- Proposed changes in response to undergraduate research as a priority and a recognition of the need to track undergraduate research activities – motivation for proposed changes
- Undergraduate research is an accreditation metric
- FAC Committee generally supports the idea
- Wording of Sections 4 and 5 needs to be revised – redundancy in listing undergraduate research
- Additional discussion items; possible further additions to activity report:
  - Service-based learning activities
  - Distance education learning activities

Appeals and Oversight Committee

- May, or may not, be beneficial to dissolve this committee
- Inquiries (informal) about dissolving this committee (Abramowicz); dissolving committee may not be desirable
- May be possible to improve/ modify committee to have greater impact
- Further inquiry into committee’s role and products/ activities in rent years – **Action Item** for next meeting

Promotion for Term Faculty

- Determine what action(s) if any occurred after last time this was discussed at FAC meeting
Engage CRCD to determine their current position and understanding on the issue
Contact Jane Weber

Teaching by Non-regular Faculty
Metzger taking lead
Working with Jennifer Reynolds to secure data from last academic year
On-going effort
**ANNUAL ACTIVITIES REPORT**

Covers the period July 1, 2010 – June 30, 2011

**Instructions:** Respond to each section of this Annual Activities Report as completely as possible. If you have any questions, please consult with your dean or director, or contact the Office of the Provost at 474-5178. This report is to cover the period July 1, 2010 – June 30, 2011. Submit the completed report to your dean or director, together with a current CV, no later than October 2.

### 1. Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Title</th>
<th>Department/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. Workload Summary

<table>
<thead>
<tr>
<th>Year</th>
<th>Teaching (%)</th>
<th>Research (%)</th>
<th>*Service (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Include management under service.

### 3. Teaching

**Table 3.1: Instructional Activities**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Name, Number &amp; Title</th>
<th>Credits</th>
<th>Contact Hours (Lecture &amp; lab, i.e. 3&amp;0)</th>
<th>Students # of Type†</th>
<th>Shared ‡</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

† Classroom, studio, laboratory, distance delivery, undergraduate/graduate seminars, new course preparation, independent studies, non-credit educational activities, extension instructional activities, major revision of an older course, and other activities related to curriculum development.

‡ Name(s) of instructors if course is team-taught.

**Table 3.2: Student Advising – Graduate and/or Undergraduate**

<table>
<thead>
<tr>
<th>Year</th>
<th>Type†</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

† Member of graduate committee, individual advising of graduate students, assigned undergraduate advisees, unassigned undergraduate advisees.

### 4. Research, Scholarly and other Creative Activities

**Table 4.1: Publications**

List only those publications that appeared in print during the time covered in this review.

<table>
<thead>
<tr>
<th>Year Published</th>
<th>Citation †</th>
<th>Type ‡</th>
<th>Review ‡</th>
<th>Student Coauthor †</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

† Clearly reference entry on CV or give proper citation if publication is not listed on CV.

‡ a) Published (i) articles and (ii) technical papers.

   b) Published books, monographs, case, book chapter, book review, conference proceeding.
c) Completed reports, technical manuals, guides, pamphlets, etc., (e.g., specify if in-house or distributed by
some agency other than UAF).
d) Published abstracts, including publisher, title, and author(s).
e) Published reviews, with the complete reference.
f) Other scholarly publications such as magazine or newspaper articles.
3 e.g. Peer-reviewed, reviewed by editor or board of editors, reviewed by conference committee, reviewed by
conference session chair, or other (specify).
4 Name and standing of student coauthor

Table 4.2: Publications IN PRESS
List those publications for which all editorial work is complete; awaiting scheduled publication.

<table>
<thead>
<tr>
<th>Citation 1</th>
<th>Type 2</th>
<th>Review 3</th>
<th>Student Coauthor 4</th>
</tr>
</thead>
</table>

1 Clearly reference entry on CV or give proper citation if publication is not listed on CV.
2 a) Published (i) articles and (ii) technical papers.
b) Published books, monographs, case, book chapter, book review, conference proceeding.
c) Completed reports, technical manuals, guides, pamphlets, etc., (e.g., specify if in-house or distributed by
some agency other than UAF).
d) Published abstracts, including publisher, title, and author(s).
e) Published reviews, with the complete reference.
f) Other scholarly publications such as magazine or newspaper articles.
3 e.g. Peer-reviewed, reviewed by editor or board of editors, reviewed by conference committee, reviewed by
conference session chair, or other (specify).
4 Name and standing of student coauthor

Table 4.3: Professional, Creative Activities
List activities such as performance, exhibits, presentations, audio/video recordings, computer programs,
musical compositions, poems, concert performances, etc.

<table>
<thead>
<tr>
<th>Date</th>
<th>Nature of Activity/Title</th>
<th>Participating Individual(s) 1</th>
<th>Level of Activity 2</th>
</tr>
</thead>
</table>

1 If participating individual is a student, indicate undergraduate or graduate student standing
2 International, national, regional, or local.

Table 4.4: Sponsored Projects/Commissions

<table>
<thead>
<tr>
<th>Date Granted &amp; Duration</th>
<th>Names 1</th>
<th>PI/Co-PI?</th>
<th>Project Title</th>
<th>Grant Sponsor</th>
<th>Grant Amount</th>
</tr>
</thead>
</table>

1 Include names of all the investigators.

Table 4.5: Other Scholarly Work
Either in tabular or narrative form, describe scholarly work in progress. This will include, but is not limited to:
proposals pending, proposals in preparation, proposals submitted and denied during review period, manuscripts at all stages up to IN PRESS, unfunded projects/activity.

Table 4.6: Conference/Meeting Participation

<table>
<thead>
<tr>
<th>Date</th>
<th>Conference Name</th>
<th>Type of Presentation/Activity 1</th>
<th>Title of Presentation</th>
<th>Student Co-presenter 2</th>
</tr>
</thead>
</table>

1
5. Integration of Teaching and Research

Table 5.1: Graduate Committee Chair:
A) Supervision of Thesis, Research/Creative Projects; B) Students with No Thesis or Project

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Duration</th>
<th>Degree Sought</th>
<th>Student Status</th>
</tr>
</thead>
</table>

1. Indicate mentoring effort; duration and frequency of student contact, preparation, supervised and unsupervised student effort.
2. Active, inactive or graduated (if graduated, indicate date year degree was awarded) and contribution to publication or presentation referenced in part 4, Research, Scholarly and other Creative Activities.

Table 5.2: Graduate Committee Member:
A) Supervision of Thesis, Research/Creative Projects; B) Students with No Thesis or Project

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Duration</th>
<th>Degree Sought</th>
<th>Student Status</th>
</tr>
</thead>
</table>

1. Indicate mentoring effort; duration and frequency of student contact, preparation, supervised and unsupervised student effort.
2. Active, inactive or graduated (if graduated, indicate date year degree was awarded) and contribution to publication or presentation referenced in part 4, Research, Scholarly and other Creative Activities.

Table 5.3: Undergraduate Research Mentoring

<table>
<thead>
<tr>
<th>Year</th>
<th>Type</th>
<th>Duration</th>
<th>Student Status</th>
</tr>
</thead>
</table>

1. Primary mentor, Co-Mentor, Supporting Mentor or Committee Member.
2. Indicate mentoring effort; duration and frequency of student contact, preparation, supervised and unsupervised student effort.
3. Active, inactive or graduated (if graduated, indicate date year degree was awarded) and contribution to publication or presentation referenced in part 4, Research, Scholarly and other Creative Activities.

6. Public, University, and Professional Service

Table 6.1: Public Service

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Your Role</th>
</tr>
</thead>
</table>

1. Public service: in organized, non-remunerative, educational and consultative activities which devolve from a unit member's professional expertise and further the interests or prestige of the University.

Table 6.2: University Service

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Your role</th>
</tr>
</thead>
</table>

1. University service: as department head, program director, or governance officer; service on administrative and governance committees; service on collective bargaining unit committees or elected office; and other tasks as deemed necessary by the University.

Table 6.3: Professional Service
Activity Duration Your Role

Professional service: on grant, journal, or accreditation review boards, or as an ad hoc reviewer, in the unit member's area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; teaching short courses, seminars, etc. that are not regular academic courses; editing journals, books, special volumes of papers, etc.

7. Professional Development.
Describe/list activities that contributed to your professional development e.g. continued formal education, workshops, conferences, and fellowships - and indicate how they contributed to your development.

8. Honors and Awards.
List any honors and awards received, including the year in which you received them.

In each of the following categories which constituted part of your workload in the period covered by the report, briefly assess your own efforts. Focus on your comments on 1) how your effort “made a difference” and 2) frustrations/shortcomings and how you intend to address them.
   A. Teaching
   B. Research, Scholarly and Creative Work
   C. Service

10. Curriculum Vitae.
Please attach a current copy of your curriculum vitae.