Present: Gene Annaratone, Michelle Arant, Frank Black, Bonnie Daniel, Ann Duncan, Robert Erk, Ginny Esch, Kathy Evans, Brenda Gulledge, Patricia Hewitt, Reggie High, Barbara Hutcherson, Joyce Swan, Ken Vogler, Rosetta Washington, Cris Whitlow

1. **Welcome.** Dr. Brenda Gulledge called the meeting to order at 1:00 p.m. and welcomed the faculty.

2. **General Education Core – Dr. Richard Helgeson.** Dr. Helgeson passed out a handout and talked regarding the Gen Ed Core Curriculum considerations. UT Martin is not being required to go to 41 hours in core curriculum, like the TBR institutions. We should be highly motivated to make it easier for students to transfer from the community colleges. The committee is asking for input from the departments, and the faculty are asked to tell their senate representatives how the departments want them to vote on the core curriculum proposals.

3. **Calendar Adjustments.** Dr. Gulledge reminded the faculty that they should have received an email from Dr. Linda Ramsey regarding calendar adjustments. Dr. Ginny Esch is working closely with that committee. The faculty were asked to review the email and provide input on this matter. If the calendar is adopted, it will make a change in our fall 2004 classes.

4. **Student Evaluations of Instructors – Dr. Ken Vogler.** Dr. Vogler has worked on the evaluation instruments for a year. He collected examples of instruments from various departments and schools, including UT Chattanooga. Copies of two proposed evaluation instruments were included in the faculty meeting packets. One version includes questions for directed constructive criticism. The faculty were asked to look at them now and vote on them later, but were reminded that if we were going to keep the IDEA evaluations, supplies would have to be ordered now. Dr. Michelle Arant reminded the faculty that whatever version we adopt, it must be able to be completed online.

   Dr. Robert Erk moved that we suspend the use of IDEA (evaluation instrument) for Fall 2004. Dr. Patricia Hewitt seconded. After some discussion there was a call for the question, which was seconded, and carried. Motion carried.

   Dr. Esch moved that we discontinue IDEA for Spring 2004. Dr. Arant seconded. During discussion, Dr. Hewitt agreed to pilot the new instrument for a semester. Dr. Esch called for the question, Ms. Barbara Hutcherson seconded, and the call for the question carried. The motion carried.

5. **Departmental Bylaws – Dr. Robert Erk.** Dr. Erk stated that the committee had been charged with looking at the bylaws. As a part of the bylaws, they also looked at the Merit Program. (Copies of an old merit program were included in the faculty meeting packet.) Dr. Erk asked the faculty to decide which merit plan we want to use if we ever have merit money. Dr.
Black asked what Merit Plan do we have on file in Academic Affairs, and stated that the plan would have to be approved by the Vice Chancellor for Academic Affairs.

Dr. Gulledge advised the faculty that we would bring this back at the next meeting, and asked them to please look at the information we have shared and be prepared to discuss and vote on it then.

6. Approval of minutes of previous meeting. Dr. Esch moved approval of minutes and Ms. Hutcherson seconded the motion. Motion carried, and the minutes were approved.

7. Office Hours. The faculty were reminded to get a copy of their office hours for Spring semester to Kristy.

8. Honors Day/Scholarship – Ms. Barbara Hutcherson. Ms. Hutcherson handed out information regarding the Honors Day Awards and Scholarships. She asked the faculty to please send nominations of students to her.

9. Meeting adjourned at 2:08.