**Indiana State University**

**Administrative Affairs Committee**

**Root Hall A 186**

**September 26th, 2019 Meeting Minutes**

***Present***

**Members:** Ahmed Mohamed (Chair), Alma Anderson (Vice-Chair), Jon Bakos (Secretary), Jodi Frost, Yasenka Peterson, Yong Joon Park

**Faculty Senate Liaison:** Robert Guell

**Administrative Liaison:**  Lisa Spence

**Guests:**

***Absent***

**Members**: Lisa Philips

**Administrative Liaison:** Lisa Spence

1. Called to order at 3:30pm
2. Minutes of September 3 meeting were approved
3. Reschedule meeting time: A Mohamed will check with L Phillips to confirm her best day/time to meet or to confirm that she will not be attending, in which case she should inform the Senate chair so an alternate can be selected.
4. Review of the previous report (AAS 2018/2019)-much good/helpful input from R Guell
   1. Discussed the enrollment management reports and the ramification to ISU;
   2. Committee should address further staff teaching classes, particularly how qualified is the person, how staff is evaluated (agreed that their teaching should be evaluated by the department for which they are teaching, and their work evaluated by their supervisor, how they are selected/approved to teach within a department);
   3. Committee should get data on what percentage of dollars are spent on faculty and on administration .
   4. This year’s report should be completed before Spring break;

It was agreed that a representative from Institutional Research should be invited to a future meeting to assist in our understanding of the faculty/staff categories (S Guell was also recommended for numbers on staff and faculty categories) and further data (update) on staff teaching. Chip Roger and Mark Green were recommended for sources of code relevant to faculty/staff ratios in teaching.

1. October meeting will is 10/24 in Root Hall A 186

Adjourned at 4:15pm