



## FACULTY SENATE

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Chairperson  
Ronald M. Zaccari

Vice Chairperson  
Louis Levy

Executive Secretary  
Mike Meacham

Parliamentarian  
John Samaras

### Agenda

March 17, 2005

The Faculty Senate will meet Thursday, March 17, 2005 in the Magnolia Room of the University Center at 3:30 p.m.

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

**Special Request:** At the request of the University President and Chairperson of the Senate, any actions from the Senate sent to the Chairperson for approval after the Senate votes should be accompanied by a written document with the rationale and purpose of the decision.

1. Call to Order  
For the benefit of record keeping, senators and visitors will please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present.
2. Approval of the **minutes of the February 17, 2005, meeting of the Faculty Senate.** These may be retrieved at:  
<http://www.valdosta.edu/vsu/facsen/Minutes/050217min.pdf>
3. New business
  - a. Report from Dr. Zaccari, University President
  - b. Report from the Academic Committee – Louis Levy
    - (1) Please see [attachment 1](#)
  - c. Report from the Committee on Committees – Lyle Indergaard
  - d. Report from the Institutional Planning Committee – Michael Noll

- (1) Strategic Communication Task Force Report ([attachment 3](#))
- (2) Report of IPC meeting (see [attachment 4](#))

e. Report from the Faculty Affairs Committee – Cecilia Barnbaum

- (1) Music faculty title recommendation (see [attachment 2](#))

f. Report from the Faculty Grievance Committee – Mike Savoie

g. Report from the Senate Executive Secretary – Mike Meacham

- (1) Administrative Evaluations

- (2) Election

- (3) Comment

3. Old Business

4. General Discussion

5. Adjournment

## Appendix 1

### **STUDENT EVALUATION OF COURSES AND INSTRUCTORS**

The main goal of student evaluations is to help faculty improve courses and instruction; moreover, student evaluations are used in the annual evaluation of faculty. Therefore, faculty will administer student evaluations for each course\* they teach during the fall and spring semesters, and the summer sessions. All student evaluations must include both quantitative and qualitative sections and be completed by the last teaching day of the semester or summer session. Results from these evaluations will be returned to the faculty member in a timely manner. Fall semester student evaluations will be returned by midterm of the following spring semester. Spring semester evaluations will be returned by midterm of the following summer session II. Summer session evaluations will be returned by midterm of the following fall semester. All academic units are expected to follow this policy and exceptions should be reported to the Vice President for Academic Affairs.

\*Possible exceptions must be approved by the department head and might include student teaching, practicum courses, thesis courses, directed studies, internships, or other courses with low enrollments (<5) where the anonymity could be compromised.

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The above statement should be placed in the Faculty Handbook and on the Academic Affairs webpage along with the annual evaluation form.

Appendix 2

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A recommendation proposed by the Faculty Affairs Committee to be submitted to the Faculty Senate:

Recommendation: Music Faculty Title for non-tenure track employees

We recommend that the current title, "Teaching Assistant," no longer be used, and in its stead, "Artist-Academic," which already exists as an employee title.

Basis for the Recommendation: Last spring the question concerning the title of non-tenure track music faculty was put to the faculty currently titled "Teaching-Assistant" and to the Dean of the College. Of five faculty, four responded to the anonymous questionnaire. Three wanted the title to be: "Artist-Teacher" and the Dean had verbally agreed to it. Louis Levy checked with Human Resources and found that HR already has an employee title "Artist-Academic" in place, and so we recommend its usage.

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Dr Cecilia Barnbaum  
Dept of Physics, Astronomy & Geosciences  
Valdosta State University  
Valdosta, GA 31698-0055  
phone: (229) 333-5752  
fax: (229) 219-1201  
<http://www.valdosta.edu/~cbarnbau/personal/index.html>

## Appendix 3

### **Report to the Faculty Senate** Strategic Communication Task Force February 16, 2005

Present: Jason Adams, Donna Cunningham, Patrick McGuire, Michael Noll, Marsha Krotseng, and Paul Vincent.

Meeting was called to order at 3:30 pm.

The Strategic Communication Task Force met for the second time in the academic year 2004-2005. At the meeting, the newest member Paul Vincent was welcomed to the group and Michael Noll reported on the latest developments in regard to the envisioned web-based Master Plan.

**I)** As its first point of discussion, the task force focused on the envisioned web-based Master Plan, particularly in connection with the upcoming Centennial at VSU. Among other things, the task force debated what layers of information such a web-based Master Plan should display (e.g. historic timeline of VSU growth), what its potential audience might be (e.g. alumni, current and prospective students and faculty), and how already existing sites (e.g. the Valdosta-Lowndes Regional GIS (VALOR) at <http://gisweb.sgrdc.com> / Interactive Master Plan by Portman and Associates at <http://valdosta.portman.internetworkflow.com> / website for prospective faculty of COBA at [http://www.valdosta.edu/coba/prospective\\_fac\\_info.htm](http://www.valdosta.edu/coba/prospective_fac_info.htm)) might serve such a purpose with some modifications and additions and/or by combining aspects of these sites.

**II)** For the remainder of the meeting, the Task Force discussed the three crucial steps in accomplishing its goal to “enhance communication and information exchange at VSU”:

#### **Step 1: Analysis and description of existing communication structures at VSU**

The **2004 Fact Book** contains a flow chart that illustrates VSU’s organizational structures (<http://www.valdosta.edu/irp/Factbook2004/organizationalcharts2005.pdf>). The members of the task force will scrutinize this flow chart in the coming weeks in order to determine if it contains all sections and aspects of VSU’s community.

#### **Step 2: Identification of “gaps” and “bottlenecks” in the communication structures**

Although for the most part the communications structures at VSU provide the basic needs to ensure an information exchange, gaps and bottlenecks will inadvertently exist and need to be identified (e.g. where is the SGA in the flowchart?). Thus, the task force will create a survey that will be made available to the VSU community at large (students, faculty, and staff) in order to identify these weak links. Some possible questions are:

- How is information commonly dispersed in the various entities at VSU?
- What media are preferred by members of the VSU community to acquire information?
- Do members of the VSU community feel informed about VSU's growth, events, etc.?
- What gaps or bottlenecks exist in VSU's communication structures?

In addition, the task force is considering to specifically target senior secretaries and senior administrative coordinators at VSU to solicit information as to possible improvements to the information exchange at VSU (e.g. the creation of a web-based Master Calendar).

**Step 3: List of recommendations to improve existing communication structures and information exchange at VSU**

Once the survey(s) has/have been administered, a careful analysis of the provided answers will lead to a list of recommendations made by the strategic communication task force to address any existing issues with the flow of information exchange at VSU.

Meeting adjourned at 4:45 pm.

Respectfully submitted,

Michael G. Noll, Chair.

## Appendix 4

### **Report to the Faculty Senate** Institutional Planning Committee February 23, 2005

Present: Linda Bennett Elder, Alan Bernstein, Mike Holland, Joan Futch, Kurt Kepler, Marsha Krotseng, Michael G. Noll, A. Blake Pearce, Ruth Salter, Richard Schmertzing, Fred Ware.

Meeting was called to order at 2:30 pm.

The IPC met for the fourth time in the academic year 2004-2005.

At the meeting, Michael Noll gave a brief summary of the Executive Committee meeting held on February 3, 2005. Items discussed included:

- developing a university-wide policy regarding the sale of textbooks by faculty
- the university records retention policy concerning personnel records in connection with faculty grievances

Next, Marsha Krotseng reported on the UPAC meeting held on January 28, 2005. Topics covered included:

- her work with the American Association of State Colleges and Universities (AASCU) to help identify best practices related to maximizing student retention and graduation rates. Discussion focused on identifying Valdosta State's efforts to keep students in school in general and through graduation specifically
- Dr. Zaccari's work on the charter of a Diversity Council based on the recommendations of the UPAC Diversity Task Force
- Recommendations regarding Goal 3 of VSU's Masterplan
- Graduation and retention studies are underway. The first of these studies will examine retention patterns among Freshman Year Experience Students

Subsequently, Michael Noll distributed a report summarizing discussion items from the meeting of the Communication Task Force from February 16, 2005. Following this report, the following ideas related to campus communications were discussed:

- Development of a web-based directory with pictures ("Face Book") which also might list interests (professional and personal) and hobbies of all members of the VSU community
- Review and redesigning of the current VSU phone book for easier use (e.g. add the page number location of expanded departmental directories to the brief alphabetical listing in the front of the current phone book)
- Launch of a searchable VSU phone book on the web, replacing the currently used pdf file that simply duplicates the printed VSU phone directory.

Toward the end of the meeting, Kurt Keppler announced that Student Affairs is working on a fee proposal to generate funding for the construction of a new student center. The SGA voted unanimously in support of the \$80 fee. Efforts are underway to identify student priorities regarding the options available for center content.

Finally, Marsha Krotseng announced that the university is working with the National Survey of Student Engagement to survey randomly selected freshmen and seniors. The survey is designed to gather student perceptions related to both academic and non-academic issues. The Associate Director of the national survey will be on campus in early April to talk to stakeholders about how NSSE results can inform action to improve the university.

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Michael G. Noll, Chair.