

Mike Holt
President

Brian Ring
**Vice President/
President Elect**

Vacant
Secretary

Debbie Paine
Parliamentarian

Peggy Moch
Past President

Agenda
September 15, 2016, 3:30 pm
University Center Magnolia Room

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 Senate's Executive Committee, any actions sent to the President for possible inclusion in the Senate agenda should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted via email as a Word.doc attachments.

For the benefit of record keeping, we ask that senators and visitors 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. If you have a senator's proxy, please place their name tag beside your name tag on the table in front of you.

1. Call to Order – Mike Holt
2. **Approval of the minutes of the August 25, 2016 meeting of the Faculty Senate.**
<http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings).
3. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Debbie Paine.
Note: Please send an email to Faculty Senate Secretary (TBD) regarding proxies a minimum of one (1) week prior to the scheduled Faculty Senate meeting or as soon as possible if an unexpected absence needs to occur.
4. Interim VSU President, Dr. Kelli Brown: VSU Updates
5. Old & Unfinished Business
 - a. Statutory Committee Reports
 - i. Academic Committee – Sheri Gravett: - Any updates?
 - ii. Committee on Committees – Dereth Drake – Any updates?
 - iii. Faculty Affairs – Eric Howington – Update on UTP town hall meetings
 - iv. Faculty Grievance Committee – Marty Williams: Grievance in process - updates
 - v. Institutional Planning Committee – Fred Knowles: Any updates?

b. Meeting minutes from the various committees should be sent to FS Secretary (TBD (TBD)) to be uploaded to the Faculty Senate website **AND** to the library (archives@valdosta.edu) with “Archives Faculty Senate Papers” in the subject line. Minutes from 2013-2014 and 2014-2015 meetings from the various committees should be sent so these documents can be archived properly. Please label minutes documents as shown in the following examples:

- i. Technology_Minutes_04-29-2015
- ii. Academic_Honors_and_Scholarship_Minutes_08-28-2015

Thank you for your assistance in getting and keeping our records up to date. ☺

6. New Business

a. Standing Committee Reports: No reports received

- i. Academic Honors & Scholarships – Abigail Heuss
- ii. Academic Scheduling & Procedures – Ubaraj Katawal
- iii. Athletic Committee – Peggy Moch
- iv. Diversity and Equity Committee – Regina Suriel
- v. Educational Policies – David Bruno
- vi. Environmental Issues – Nancy Sartin
- vii. Faculty Scholarship – Sudip Chakraborty & Neal McIntyre
- viii. Library Affairs – Shaunita Strozier
- ix. Internationalization and Globalization Committee – Rebecca Gaskins
- x. Diversity and Equity – Regina Suriel
- xi. Student Affairs – Gabrielle Stellmacher
- xii. Technology Committee – Brian Ring

b. Presidential Search Committee Update.

c. Summer Teaching Guidelines: See Attachment A (remand to Institutional Planning Committee)

d. Election of new Faculty Senate Secretary

7. General Discussion

8. Adjournment

Summer Teaching Guidelines & Policies

Challenges with student enrollment and operating budgets require us to embrace an academically sound and fiscally responsible approach to summer course offerings. The following 3-step model provides a clear-cut method for summer teaching allotments and their salaries. It is also suggested to carefully plan and market diverse summer teaching schedules to optimize summer learning and teaching opportunities.

3 Step Model (To be Used by Individual Departments)

Step 1: Cancellation of Undergraduate (< 6) and Graduate Courses (< 3)

Graduate courses with enrollments lower than 3 and undergraduate courses with enrollments lower than 6 are cancelled. Exceptions to this rule have to be justified.

Step 2: Establishing Average Enrollment Figures (Undergraduate Courses Only)

Once courses have been identified which will be canceled, divide the number of enrolled students in all remaining courses by the number of faculty teaching them. If the resulting number is 20 or higher, all teaching summer faculty receive a regular paycheck (or 10% of their annual salary). **If the number is below 20, go to step 3.**

Step 3: Prorating Salaries of Summer Faculty with Course Enrollments Below 20

Faculty salaries for courses with less than 20 students are prorated in 5% decrements.

Number of Enrolled Students	Prorated Salary
18 or 19 students	95% of regular paycheck (or 9.5%)
16 or 17 students	90% of regular paycheck (or 9.0%)
14 or 15 students	85% of regular paycheck (or 8.5%)
12 or 13 students	80% of regular paycheck (or 8.0%)
10 or 11 students	75% of regular paycheck (or 7.5%)
8 or 9 students	70% of regular paycheck (or 7.0%)
6 or 7 students	65% of regular paycheck (or 6.5%)

Strategy and Marketing Tips For Summer Course Offerings

- as you develop your summer teaching calendar, identify courses which traditionally see high enrollment figures (you need them to buffer courses with low enrollment).
- avoid competing course offerings in your summer calendar which will undermine your chances to reach the minimum number needed to avoid prorated salaries.
- develop diverse summer teaching calendars which offer attractive opportunities for majors, regular students, and dual-enrollment students, and then publicize them.