
FACULTY SENATE

Est. 1991

Mike Holt
President

Brian Ring
**Vice President/
President Elect**

Crystal Randolph
Secretary

Debbie Paine
Parliamentarian

Peggy Moch
Past President

Agenda
February 16, 2017, 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 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. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Crystal Randolph.

Note: Please send an email to Crystal Randolph (crandolph@valdosta.edu) 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.

3. **Approval of the minutes of the January 26, 2017 meeting of the Faculty Senate.**
<http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings).
4. VSU President, Dr. Richard Carvajal: VSU Updates
5. Old & Unfinished Business
 - a. Statutory Committee Reports
 - i. **Academic Committee – Sheri Gravett**
<http://www.valdosta.edu/academics/registrar/academic-committee.php>
 - ii. Committee on Committees – Dereth Drake

- iii. Faculty Affairs – Eric Howington
- iv. Faculty Grievance Committee – Marty Williams
- v. Institutional Planning Committee – Don Thieme

b. Meeting minutes from the various committees should be sent to FS Secretary (Crystal Randolph (crandolph@valdosta.edu)) 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. ☺

c. **Revisions to the Faculty Senate Bylaws (Continued from January Meeting)**
See Attachment A

6. New Business

a. Standing Committee Reports:

- i. Academic Honors & Scholarships – Abigail Heuss
- ii. Academic Scheduling & Procedures – Ubaraj Katawal
- iii. Athletic Committee – Peggy Moch / Jamie Holland
- iv. Diversity and Equity Committee – Regina Suriel
- v. Educational Policies – Kendric Coleman
- vi. Environmental Issues – Nancy Sartin
- vii. Faculty Scholarship – Sudip Chakraborty / Roger McIntyre
- viii. Internationalization and Globalization Committee – Fleming Bell
- ix. Library Affairs – Michelle Ocasio
- x. Student Affairs – Gabrielle Stellmacher / Kelly Devall
- xi. Technology Committee – Brian Ring

b. **Standing against displays of hate on campus**

c. **Election for Senate Representative to Planning and Budget Council**

d. **Election for Chair of Faculty Senate Grievance Committee**

e. **President’s Attendance at Faculty Senate Meetings (voting on one of the following options)**

1. The president will not stay at the faculty senate meetings after opening remarks.

2. The president will attend the entire faculty senate meeting, but will be asked to leave if a sensitive topic arises.

3. The president will only stay for the entire faculty senate meeting if he is invited to stay.

4. The president will attend the entire faculty senate meeting.

f. Academic Probation and Suspension Updates – See Attachment B (Remand to Educational Policies)

g. A Process for Instructional Conflict of Interest – See Attachment C (Remand to Educational Policies)

- h. Updated Attendance Guidelines – See Attachment D (Remand to Educational Policies)
- i. Faculty Evaluation Model – see document on Senate website at <http://www.valdosta.edu/administration/faculty-senate/documents/faculty-evaluation-model-2016.pdf> (Remand to Faculty Affairs)

7. General Discussion

- a. **Process for end of year committee reports (See Attachment E)**

8. Adjournment

Attachment A:

The committee on committees would like to propose the following two amendments to the faculty senate bylaws.

Article II, Section 3, A.

Current Language:

The Committee on Committees will arrange the membership of each committee so that, wherever possible, each school of the University and the Odum Library is properly represented.

Proposed Amended language:

General faculty from each College of the University and Odum Library will fill 12 positions on each committee so that, wherever possible, each school of the University and the Odum Library is proportionally represented. If enough members from one college or unit are unavailable, additional members from another college or unit may be appointed.

Justification:

In the current version of the bylaws, there is no explanation for how many general faculty will sit on each committee. Additionally, the words “properly represented,” when referring to the five colleges and Odum Library, is too vague and can be widely misinterpreted. The proposed change will clarify these items as well as update the bylaws with current practices by the Committee on Committees.

VSU's current Academic Probation and Suspension policy is below. At the request of the Assistant and Associate Deans, Academic Affairs, in conjunction with Enrollment Management, has been exploring more consistent and comprehensive ways to handle student suspension appeals. The recommendation—to move the current student appeals process for first and second suspensions from the deans' offices to a university-wide Suspension Appeal Committee—will help create a clearer and more consistent process.

From <http://www.valdosta.edu/academics/academic-affairs/advising/academic-probation-and-suspension.php>

Academic Probation and Suspension

Valdosta State University seeks to provide an environment suitable for promoting the systematic pursuit of learning. To ensure this primary goal, the University requires of its students reasonable academic progress. The retention of those students who repeatedly demonstrate a lack of ability, industry, maturity, and preparation would be inconsistent with this requirement.

Academic probation serves as the initial notice that the student's performance is not currently meeting the minimum grade point average required for graduation. Continued performance at this level will result in the student being placed on academic suspension.

Academic probation is designed to serve three purposes: (1) to make clear to all concerned the inadequacy of a student's academic performance; (2) to provide occasion for necessary counseling; and (3) to give students whose success is in doubt additional opportunity to demonstrate performance.

Academic suspension is imposed as a strong indication that the student incurring such suspension should withdraw from the University, at least for a time, to reconsider the appropriateness of a college career or to make necessary fundamental adjustments toward the academic demands of college.

I. Stages of Progress with Minimum Grade Point Averages Required

An individual's stage of progress is determined on the basis of the number of academic semester hours attempted, including those transferred from other institutions. Transfer credits are not included in computing grade-point averages.

Semester Hours attempted at VSU and hours transferred to VSU	Cumulative grade-point average required on VSU courses
1 - 29	1.60
30 -59	1.75

60 - 89

1.90

90 - graduation

2.00

II. Academic Probation

A student will be placed on academic probation if, at the end of any semester while the student is in good standing, the cumulative GPA falls below the minimum specified in the table above or the semester GPA falls below 2.00. Even though a student on probation is making some progress toward graduation, it should be clearly understood that without immediate academic improvement, suspension may result.

III. Academic Suspension and Academic Dismissal

- a. A student will be suspended if at the end of any term, while on academic probation, the cumulative GPA falls below the minimum specified in the table above, and the term GPA falls below 2.00.
- b. A first suspension will be for one semester. (See suspension appeal procedures below.)
- c. A second suspension shall be for two academic semesters.
- d. A third or subsequent suspension shall result in the student being academically dismissed from the institution for a minimum period of three (3) years.
- e. Should another institution permit a student on suspension from Valdosta State University to enroll, work taken at that institution during any period of suspension shall not be counted as degree credit at Valdosta State University unless the student obtains prior approval from the dean of the student's major.
- f. Only fall and/or spring semesters count as "sit out" semesters.

IV. Right of Appeal

Upon appeal by the student, the Suspension Appeal Committee has the authority to waive a suspension if unusual circumstances warrant.

V. Suspension Appeal Procedures

Students must appeal in writing to the Suspension Appeal Committee prior to registration for the semester in which they plan to return using the online form available at XXXX. A suspension waiver may be granted for unusual and compelling reasons. Students whose appeals are granted will return on probation and may have specific academic requirements imposed by the Suspension Appeal Committee. A student who has been granted an appeal but does not reenroll will remain on academic suspension. The decisions of the Suspension Appeal Committee are final.

For full information about the committee and for deadlines, visit its website at XXXXX

Information for the Suspension Appeal Committee Website:

RECOMMENDED COMPOSITION OF SUSPENSION APPEAL COMMITTEE

Chair: Stanley Jones, Registrar

1 assistant/associate dean or department head/faculty member from the College of Arts and Sciences

- 1 assistant/associate dean or department head/faculty member from the College of the Arts
 - 1 assistant/associate dean or department head/faculty member from the Dewar College of Education and Human Services
 - 1 assistant/associate dean or department head/faculty member from the Langdale College of Business Administration
 - 1 assistant/associate dean or department head/faculty member from the College of Nursing and Health Sciences
- Ex-Officio: one representative from Admissions; one representative from Centralized Advising

APPEALS DEADLINES:

For spring semester: the first day in January that the university is open (January 2, 2017)
For fall semester, the first Monday in August after summer semester has concluded (August 7, 2017)
Students may not appeal suspensions for summer semesters unless unusual circumstances warrant (some possible exceptions may include NCAA requirements, Study Aboard, program progression).

FINANCIAL AID

If students will need financial aid in order to continue in classes, they should also apply for Reinstatement of Aid using the Satisfactory Progress Petition (available at <http://www.valdosta.edu/admissions/financial-aid/process/sap.php>).

(Draft) Instructional Conflict of Interest Procedure for Family Members of VSU Faculty

Policy

The University System of Georgia Ethics Policy provides a Code of Conduct applicable to all University System of Georgia employees. Item 11 of this code (see Appendix A) says that employees will “disclose and avoid improper conflicts of interest.”

Process

At VSU, a conflict of interest may be perceived when an immediate family member is enrolled in a faculty member’s course. To help avoid any appearance of a conflict of interest, faculty and students should use the following procedures.

- A student* may not enroll in a family member’s course when there are other sections of the course offered in the same term.
- A student may not enroll in a family member’s course if the course will be offered in a timely manner taught by a different faculty member and the delay would not impact timely progression. This determination is made by the Department Head.

If a student must enroll in a family member’s course, all grading functions will be assigned to another faculty member. The instructor will not have access to, nor record, grades for the student. The Department Head may solicit names of faculty members from which to choose an evaluator. The assignment of a faculty member to grade student work will be made by the Department Head.

If there is no other qualified faculty member available to evaluate the student’s work, the Department Head will appoint a panel of no less than three neutral faculty members with at least one member external to the department. The Department Head may solicit names of faculty members from which to appoint a panel. This panel will review the grading of the student’s work by the family member. The Department Head shall make the judgment of whether or not there is a qualified faculty member to evaluate the work.

If the faculty member involved is the Department Head, the Dean fills the role of the Department Head in the above actions.

*For purposes of this procedure, **student** includes, but is not limited to, birth or adopted child, guardian/stepchild, grandchild, niece or nephew, spouse, domestic partner, or foster child.

8.2.20.5 Code of Conduct

We will:

- I. Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
- II. Act as good stewards of the resources and information entrusted to our care.
- III. Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.
- IV. Treat fellow employees, students and the public with dignity and respect.
- V. Refrain from discriminating against, harassing or threatening others.
- VI. Comply with all applicable laws, rules, regulations and professional standards.
- VII. Respect the intellectual property rights of others.
- VIII. Avoid improper political activities as defined in law and Board of Regents Policy.
- IX. Protect human health and safety and the environment in all USG operations and activities.
- X. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.
- XI. Disclose and avoid improper conflicts of interest.
- XII. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.
- XIII. Not use our position or authority improperly to advance the interests of a friend or relative.

**PROPOSAL FOR REVISED ATTENDANCE GUIDELINES
PROPOSED CATALOG INCLUSION FALL 2017**

These proposed attendance guidelines seek to provide further guidance for both faculty and students in both face-to-face and online classes.

Current Absence Regulations (from 2015-2016 Undergraduate Catalog)

<http://catalog.valdosta.edu/undergraduate/academic-affairs/>

Absence Regulations

The University expects that all students shall attend all regularly scheduled class meetings held for instruction or examination. Although independent study is encouraged at Valdosta State University, regular attendance at class is expected. Instructors are required to maintain records of class attendance. The unexcused absence or “cut” is not regarded as a student privilege.

It is recognized that class attendance is essentially a matter between students and their instructors. Instructors must explain their absence policy in the course syllabus. All students are held responsible for knowing the specific attendance requirements as prescribed by their instructors and for the satisfactory make-up of work missed by absences. When students are compelled for any reason to be absent from class, they should immediately contact the instructor.

A student who misses more than 20% of the scheduled classes of a course will be subject to receiving a failing grade in the course.

Absence problems which cannot be resolved between the instructor and student should be referred immediately to the department head responsible for the course. Discontinuance of class attendance without officially withdrawing from a course is sufficient cause for receiving a failing grade in the course. It is assumed that students will consult with their instructor in a given course before initiating procedures for withdrawing from that course. Students officially withdrawing from a course prior to the designated withdrawal date will receive a “W” for the course. After that point, in cases of hardship, students may complete a Petition for Withdrawal form, which is available in Centralized Advising. If the petition is approved, it is the instructor who determines whether the grade awarded is “W” (withdrew passing) or “WF” (withdrew failing). The grade of “WF” is equivalent to an “F” and is calculated in the grade point average as “F.”

Off-campus activities, appropriately supervised and sponsored by faculty members, which appear to justify a student’s absence from scheduled classes, must be approved by the academic dean or director responsible for the activity. Such activities must be justifiable on grounds consistent with the educational program of the University as interpreted by the Vice President for Academic Affairs. Instructors determine if a student is excused from class to participate in sanctioned activities, either off-campus or on-campus.

ATTENDANCE GUIDELINES

For students, success in class, whether face-to-face or online, begins with regular attendance/participation. Instructors must clearly outline their absence/participation expectations in their course syllabus, including any penalties for absence or non-participation and any procedures for missed work. All students are responsible for knowing the specific attendance/participation requirements as prescribed by their instructors and for the satisfactory make-up of missed work. When students are compelled for any reason to be absent from or unable to participate in class, they should immediately contact the instructor.

ATTENDANCE VERIFICATION: During a designated period each term, instructors are required to verify student attendance for disbursement of Financial Aid. If a faculty member reports that a student has not attended a class, the Registrar’s Office will assign “W” for that student.

FOR ONLINE CLASSES: To comply with Federal Financial Aid regulations for considering “attendance” in an online class, instructors:

- Must not count students’ logging into a course’s learning management system (e.g., BlazeVIEW, Google Apps Sites) as participation in that course.
- Must count any “academically related” activity in a given course as participation in that course. For online classes, the activities in the following categories are considered “academically related”:
 1. Participating in any assigned activity (e.g., attending a synchronous teleconference or video conference class session, submitting prepared material, taking examinations, engaging in an assigned study group, providing a self-introduction to the class in a discussion forum designated for this purpose);
 2. Completing interactive tutorials or interactive, computer-assisted instruction; or
 3. Discussing the course’s subject matter (e.g., online with other students, by email with the instructor)

Whether online or face-to-face, a student who misses or does not participate in more than 20% of the scheduled course or course activities could be subject to receiving a failing grade in the course.

The University does not issue an excuse to students for class absences. In case of absences as a result of illness, representation of the University in athletic and other activities, or special situations, instructors may be informed of reasons for absences, but these are not excuses.

STUDENTS PARTICIPATING IN AUTHORIZED ACTIVITIES AS AN OFFICIAL REPRESENTATIVE OF THE UNIVERSITY (I.E., ATHLETIC EVENTS, DELEGATE TO REGIONAL OR NATIONAL MEETINGS OR CONFERENCES, PARTICIPATION IN UNIVERSITY-SPONSORED PERFORMANCES): These students will not receive academic penalties and, in consultation with the instructor of record, will be given reasonable opportunities to complete assignments and exams or given compensatory assignment(s) if needed. The student must provide written confirmation from a faculty or staff advisor to the course instructor(s) not fewer than 10 days prior to the date for which the student will be absent from the class.

The student is responsible for all material presented in class and for all announcements and assignments. When possible, students are expected to complete these assignments before their absences. In the event of a disagreement regarding this policy, an appeal may be made by either the student or the instructor of record to the department head.

STUDENTS WITH MILITARY OBLIGATIONS that require their absence from class may seek an exemption from the class attendance policy. Students requesting an exemption should provide their military orders to the college Associate Dean, along with a request for an exemption prior to the start of the first week of classes. Working with the appropriate college Associate Dean, the student’s instructors are contacted and made aware of the request for an exemption. Instructors will carefully consider all such requests and base their

decision upon the course attendance policies and the student's ability to catch up on missed course materials upon his or her return.

RELIGIOUS OBSERVANCES: The University permits students, faculty, and staff to observe those holidays set aside by their chosen religious faith. The faculty should be sensitive to the observance of these holidays so that students who choose to observe these holidays are not seriously disadvantaged. It is the responsibility of those who wish to be absent to make arrangements in advance with their instructors.

APPEALS PROCESS FOR ATTENDANCE DISPUTES: Attendance issues which cannot be resolved between the instructor and student should be referred immediately to the department head responsible for the course. Students who stop attending or participating in a course without officially withdrawing from a course will receive the penalties indicated in the instructor's syllabus.

WITHDRAWALS: If students wish to withdraw, they should consult with their instructors. Students officially withdrawing from a course prior to the designated withdrawal date will receive a "W" for the course (unless the withdrawal exceeds the number allowed under the limited withdrawal policy). After the designated withdrawal date, students experiencing a documentable medical or hardship situation may complete a Petition for Withdrawal form, which is available in Centralized Advising. If the petition is approved, the grade awarded is "W" (withdrew passing).

**Faculty Senate Standing Committee
Reporting Instructions**

Adopted by VSU Faculty Senate, 2/16/2006

1. Each Standing Committee chair will submit an annual report to the Senate Executive Committee two weeks prior to the final Senate meeting of the academic year. Sub-committee reports will be included as part of its Standing Committee Report.
2. The Standing Committee annual report will include a completed Reporting Form. The Reporting Form will summarize all activities undertaken by the Committee and its Sub-committee(s) during the academic year. If no activities were undertaken, the chair must submit the report and record “No activities” in the Issue/Topics column and a recommendation to maintain or dissolve the committee in the Committee Recommendation column. Recommendation should include a supporting reason.

Faculty Senate Committee Reporting Form

Committee : Educational Policies Committee **Academic Year:** 2005-2006

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)
New policy/procedure for “Banner on-line withdrawal” (remanded by the Senate, Fall '05))	The EPC endorsed this change and altered the current policy on course withdrawals from paper requiring signatures to Banner/Web withdrawal.	Action was taken in the Faculty Senate meeting, October, 2005.	Approved and signed October 20, 2005
Request from the Educational Policies Committee to remove the phrase “No change in a student’s major program may be made during registration” from the Change in Major Program section of the undergraduate catalog. (Committee generated, Fall '05)	Remove the phrase “No change in a student’s major program may be made during registration” from the Change in Major Program section of the undergraduate catalog. (Note: In the 2005-2006 undergraduate catalog this phrase may be found on page 79.)	A motion was made and seconded to remove the statement as requested by the Educational Policies Committee.	Approved and signed November 17, 2005
Academic Probation and Suspension Document. (remanded by the Senate, Spring '06)	A vote was conducted to accept the document, and move it forward to the Senate: 11 yes, 0 no, 1 abstain.	Ongoing, Action will be taken in the Senate Meeting, May, 2006.	

¹ Indicate whether the Issue/Topic was remanded by the Senate or Committee generated.

² If a Sub-committee indicates “No Activity,” the Standing Committee must recommend to maintain or dissolve the Sub-committee.

³ If the committee is not ready to make a recommendation, indicate “In progress” and discuss the stage of review.

Faculty Senate Standing Committee Reporting Form—p. 2

Committee: Educational Policies Committee

Academic Year: 2005-2006

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)
Investigate the University Plagiarism Policy. (remanded by the Senate, Fall '05)	In Progress...		
Registration Priority for "Good Students." (remanded by the Senate, Fall '05)	The EPC discussed this topic, the committee agreed that there is already a mechanism in place for "good students" to receive these benefits: The University Honors Program. For additional information see the director of UHP at 2 Brookwood Circle / 249.4894 / http://valdosta.edu/honors/	The EPC has decided to take no action on this item.	
Implementation of a University Cell Phone Policy. (remanded by the Senate, Fall '05)	It is our recommendation that a dialogue occurs between area faculty, within departments and Colleges in regard to this item. A departmental or individual College wide policy may be in order.	The EPC has decided to take no action on this item.	
Non-credit courses concerns. (remanded by the Senate, Fall '05)	The EPC discussed this item briefly. We were unsure if our committee could do anything in regard to this item. In reference to the making non-credit courses part of criteria for Service, this would fall under individual College guidelines, perhaps under guidelines for Promotion and Tenure, which of course, vary from College to College. I am not sure the EPC can act on this item.	The EPC has decided to take no action on this item.	
Absent notification to faculty from VSU infirmary. (remanded by the Senate, Spring '06)	The EPC would like to remand this to another committee for review. *Consult Michael Noll for information.	The EPC recommends the Student Services Committee.	

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Faculty Senate Committee Reporting Form

Committee: _____

Academic Year: _____

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)

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Faculty Senate Standing Committee Reporting Form—p. 2

Committee: _____

Academic Year: _____

Issue/Topic ^{1, 2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)

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