



FACULTY SENATE

Est. 1991

Brian Ring
President

Eric Howington
**Vice President/
President Elect**

Crystal Randolph
Secretary

Debbie Paine
Parliamentarian

Mike Holt
Past President

Agenda

August 24, 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 FS Executive Committee (FSEC) requests that these documents be submitted via email as Word.doc attachments to fsec@valdosta.edu.

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 – Brian Ring
2. **Approval of the minutes of the April 20, 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).
3. 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.

4. VSU President, Dr. Richard Carvajal: VSU Updates
5. Deborah J Van Petten (Odum Library) to present Open Educational Resources Policy (OER, remand to Educational Policies standing committee; see Attachment A).
6. Welcome COSA President, Brandon Mainer, bmmainer@valdosta.edu to Senate and encourage Committee chairs to contact him regarding COSA representation as necessary.

7. Welcome and congratulate our returning 2017-2018 SGA President, Maya Mapp, mamapp@valdosta.edu to Senate and encourage Committee chairs to contact her regarding SGA representation as necessary.

8. Welcome Newly Elected (12) & Returning (9)** Senators:
 - Colin Walker – College of the Arts
 - Sarah Arnett** – College of the Arts
 - Stephanie Neeman – College of the Arts
 - Tamara Hardesty – College of the Arts
 - Babacar Mboup** – College of Arts and Sciences
 - Theresa Grove** – College of Arts and Sciences
 - Napolean Bamfo – College of Arts and Sciences
 - Mitch Lockhart – College of Arts and Sciences
 - Mary Block – College of Arts and Sciences
 - Donald Thieme** – College of Arts and Sciences
 - Anurag Dasgupta – College of Arts and Sciences
 - Kelly Davidson Devall** – College of Arts and Sciences
 - Cindi Tori – Langdale College of Business Administration
 - Debbie Paine** – College of Education and Human Services
 - Blaine Browne – College of Education and Human Services
 - Diane Wright – College of Education and Human Services
 - Jennifer Branscome – College of Education and Human Services
 - Alicja Rieger** – College of Education and Human Services
 - Jamie Workman – College of Education and Human Services
 - Dee Ott** – College of Nursing and Health Sciences
 - Mike Holt** – Odum Library

9. Old & Unfinished Business
 - a. Statutory Committee Reports
 - i. Academic Committee – Sheri Gravett: - No report, Committee will resume meeting in September
 - ii. Committee on Committees – Catherine Bowers: Progress on assignments?
 - iii. Faculty Affairs – Bob Spires: Instructional Conflict of Interest Policy (see Attachment B) & Conversion to Non-Tenure Track Policy (see Attachment C); Faculty Evaluation Model Policy updates.
 - iv. Faculty Grievance Committee – Marty Williams: Faculty External Review Recommendations & Student Grade Appeal Policy; both to be remanded.
 - v. Institutional Planning Committee – Jennifer Beal-Alvarez: No report.

 - b. Meeting minutes from the various committees are encouraged to store on their new list serves for future years. In addition minutes must also 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. 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. The FSEC completed revisions of the VSU *Statutes* over the summer. Revisions are currently under review with the president’s office. We anticipate bringing the final revisions to the Senate in our September meeting and to all constituents of VSU for approval.

10. New Business

- a. Standing Committee Reports: No reports received
 - i. Academic Honors & Scholarships – Neena Banerjee
 - ii. Academic Scheduling & Procedures – Jacque Wheeler
 - iii. Athletic Committee – Vacant: Need an appointee
 - iv. Diversity and Equity Committee – Tamara Hardesty
 - v. Educational Policies – Kendric Coleman
 - vi. Environmental Issues – Deborah Hall
 - vii. Faculty Scholarship – Roger “Neal” McIntyre
 - viii. Internationalization and Globalization Committee – Rebecca Gaskins
 - ix. Library Affairs – Shaunita Strozier
 - x. Student Affairs – Gabrielle Stellmacher
 - xi. Technology Committee – Marc Pufong
- b. Overview of how the Faculty Senate Works. See Attachment D.
- c. Introducing the new list serves of the Faculty Senate. See Attachment E.

11. General Discussion

- a. \$5 Faculty and Staff Meals at Palms throughout the year are still being offered.
- b. Faculty Senate discussion and potential future recommendations on improving retention and morale.

12. Adjournment

Attachment A:
 Valdosta State University
 Open Educational Resources Policy ***Draft #6***

Policy Number	Open Educational Resources Policy Draft
Purpose of Policy	To outline Valdosta State University’s position on Open Educational Resources (OERs) and provide guidelines for practice in learning and teaching.
Who Should Know this Policy	Faculty, staff, and students at Valdosta State University
Related Documents	Intellectual Property Policy; VSU Organization and Mission; Access for Students with Disabilities
Date Policy First Issued	
Date Policy Last Revised	
Issuing Office	Academic Affairs
Responsible Officer	Deborah J Van Petten

Valdosta State University
 Open Educational Resources Policy Draft #6

Background

Open educational resources (OERs) are *“teaching and learning materials that you may freely use and reuse at no cost.OERs have been authored or created by an individual or organization that chooses to retain few, if any, ownership rights. In some cases, that means you can download a resource and share it with colleagues and students. In other cases, you may be able to download a resource, edit it in some way, and then re-post it as a remixed work.”*¹

Faculty, staff, and students at Valdosta State University (VSU) are encouraged to create, modify or use OERs to enhance their teaching and learning while contributing to *“a vast pool of educational resources on the Internet, open and free for all to use....creating a world where each and every person on earth can access and contribute to the sum of all human knowledge.”*²

Policy

1. Faculty, staff, and students should use, create, and publish OERs to enhance teaching and learning, providing the resources are suitable and relevant.
2. The use, creation and publication of OERs must be consistent with VSU’s reputation, values, and mission-- *“To operate the university with a focus toward human, environmental, and financial sustainability while increasing*

¹ What are OERs? (2007). *Creative Commons About*. Retrieved from: <https://www.oercommons.org/about>

² Cape Town Declaration. (2007). *Cape Town Open Education Declaration: Unlocking the Promise of Open Educational Resources*. Retrieved from: <http://www.capetowndeclaration.org/read-the-declaration>

[value to our local, regional, national, and international stakeholders. To expand opportunities for our students, employees and varied community members by promoting social justice and service learning³.](#)

3. Whether or not OERs are used or published in a department, school, or college is ultimately a decision of the department head, head of the school, or dean of the college as appropriate.
4. All faculty, staff, and students must adhere to the [VSU Intellectual Property Policy](#) (IPP). When using OERs, students, staff, and faculty must comply with the terms of the license of use.
5. All OERs used and created must comply with the VSU [Access for Students with Disabilities Policy](#).
6. The university reserves the right to remove resources that do not comply with its policies, and/or request removal of resources from external repositories/sites.
7. Faculty, staff, and students must ensure that they have the necessary rights to publish OERs and that all resources published comply with all relevant policies (e.g. copyright, IPR, accessibility).
8. Faculty, staff and students should publish OERs using a [Creative Commons attribution](#) license (CC BY). Other Creative Commons licenses (for example to add a non-commercial use or share-alike element) may be used if the creators feel this is necessary or appropriate for their particular resource, or to comply with the license of any third party content used in the resource.
9. When creating and publishing OERs, the creator/publisher must visibly attribute the following: the copyright owner(s), author(s), and Creative Commons license applied. For OERs created at the university, the copyright owner will normally be Valdosta State University. Author(s) should also be properly acknowledged, giving recognition to work undertaken, along with date and Creative Commons license applied so that others can clearly understand what permissions for reuse are being granted. An example of good attribution would be:

[Title] by [Author name], Valdosta State University, is licensed under [Open License](linked to the license).
10. Written and interactive digital teaching resources should be published in an appropriate repository or public-access website in order to maximize discovery and use by others. Where OERs have been created as part of an externally funded activity, any storage and/or repository locations mandated as a condition of the funding should be used.
11. Audio/video--based OERs teaching resources should be published in the Odum Library's [V-Text Repository](#).
12. VSU faculty and staff are encouraged to apply for funding for open educational resources through VSU institutional funds, through [Affordable Learning Georgia Textbook Transformation grants](#) when available, or through other funding sources.
13. Faculty, staff, and students should collect data where possible on usage of their OERs.
14. If students are producing OERs as part of their program of study or a faculty or staff-led project, they should follow these guidelines and a member of the faculty or staff should check these OERs before publication.

Terms of Use: This policy is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International license. It is attributed to The University of Edinburgh and the original version may be found at <http://www.ed.ac.uk/files/atoms/files/openeducationalresourcespolicy.pdf>.



April 11, 2016

³ Organization and Mission. (2014). *Valdosta State University about VSU*. Retrieved from: <https://www.valdosta.edu/about/facts/organization-and-mission.php>

Instructional Conflict of Interest Procedure for Family Members of VSU Faculty

Policy

All members of the VSU community are expected to avoid conflicts of interest and conflicts of commitment that have the potential to directly and significantly affect the University's interests or compromise their objectivity in carrying out their professional responsibilities, including research, service and teaching activities and administrative duties, or otherwise compromise performance of these responsibilities, unless such conflicts are disclosed, reviewed and appropriately managed in accordance with the provisions of this 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."

Definitions

Conflict of interest:

Relates to situations in which financial or other personal considerations, circumstances, or relationships may compromise, may involve the potential for compromising, or may have the appearance of compromising an Employee's objectivity in fulfilling their University duties or responsibilities, including research, service and teaching activities and administrative duties. The bias that such conflicts may impart can affect many University responsibilities, including decisions about personnel, the purchase of equipment and other supplies, the selection of instructional materials for classroom use, the collection, analysis and interpretation of data, the sharing of research results, the choice of research protocols, the use of statistical methods, and the mentoring and judgment of student work. An Employee may have a conflict of interest when he or she, or any member of that person's immediate family has a personal interest in an activity that may affect decision making with respect to his or her professional responsibilities.

Immediate family:

For the purpose of this policy, "immediate family" is defined as:

- Spouse/Ex-Spouse/ Domestic Partner,
- Parent/Step Parent/Guardian ,
- Brother or sister,
- Son or daughter,
- Niece or Nephew
- Others living within the same household or otherwise so closely identified with each other so as to suggest conflict 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/Unit 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/Unit 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/Unit Head.

If there is no other qualified faculty member available to evaluate the student's work, the Department/Unit Head will appoint a panel of no less than three neutral faculty members with at least one member external to the department/unit. The Department/Unit 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/Unit 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/Unit Head, the Dean will fill the role of the Department/Unit Head in the above actions.

Violations

Violations of this policy as determined by the appropriate dean, director, or supervisor are considered misconduct on the part of a faculty or staff member and may be subject to institutional sanctions up to and including termination of appointment in accordance with applicable disciplinary procedures.

Violations include but are not limited to situations in which:

1. A faculty member or staff member knows of a situation that places him or her in a potential or actual conflict of interest or conflict of commitment but fails to disclose it fully, according to the policies of his or her unit; and
2. A faculty member or staff member discloses a potential or actual conflict of interest or commitment but fails to abide fully by the required plan for avoiding or managing the conflict.

APPENDIX A

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.

Policy

VSU Policy and Process for a Request to Convert to a Non-Tenure Track Classification

The Board of Regents Policy Manual 8.3.8 provides a mechanism for tenure-track faculty to request a conversion to a non-tenure track position. The policy stipulates that this conversion is solely on a voluntary basis (see Appendix A). The Academic Affairs Policy Manual 4.1 provides a sample document for this request (see Appendix B). This request must proceed from the faculty member and then be approved by the **department/unit head, dean, Provost/VPAA, and President.**

VSU Process

At VSU, faculty wishing to request a conversion from a tenure-track to a non-tenure track position must complete the form available in the USG Academic Affairs Handbook (Appendix B). In making this request, the faculty member should be aware of the **following:**

- 1) The request for conversion should not be based on performance issues; the faculty member must present evidence of extenuating personal circumstances that will necessitate this conversion.
- 2) The faculty member must make this request and have it approved before entering the fifth year of employment at the university.
- 3) This transfer may necessitate a change in rank, teaching load, and/or salary. The faculty member will lose any time in rank at the current position.

If the faculty member wishes to proceed, he or she should complete the form in Appendix B and attach a rationale for this conversion and any supporting documentation. This request should then move, if approved, from department/unit to dean to Provost. At any point, if the request is denied, the process ends at that point.

The following provisions shall apply to all non-tenure track professional personnel:

- Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.
- Probationary credit negotiated at time of hire toward tenure shall not be carried over for service in non-tenure track positions.
- Notice of intention to renew or not to renew contracts of non-tenure track personnel who are members of the Academic Faculty shall follow the schedule required for the applicable faculty rank.
- Individuals employed in non-tenure track positions may submit an employment application on an equal basis with other candidates for any tenure track positions which may become available.

In considering this request, department/unit heads, deans, and the Provost should consider the following:

- 1) A departmental need exists for the changed role to be played by this faculty member.
- 2) The faculty member's annual evaluations up to that point are all satisfactory and

teaching is a particular strength.

- 3) The extenuating circumstances the faculty member outlines should not affect teaching performance.

If the department/unit head, dean, and Provost all approve, the form is forwarded to the President for signature.

Notification of Change

The Office of Human Resources must be notified regarding any changes in tenure or appointment status, following the required approvals outlined above.

Appendix A

8.3.8 Non-Tenure Track Personnel

The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only (BoR Minutes, 1982-83, pp. 255-256).

Appendix B

4.1 Convert an Individual in a Tenure-track Position to a Non-tenure Track Position Sample Form

Request for Convert to Non-tenure Track Classification

Date: _____

To: (Name & Title of Administrator)

I am currently employed as a non-tenured (Rank & Title) on tenure track at (Institution). In accordance

with the Policies of the Board of Regents, I hereby request that my present position be reclassified as non-tenure track effective: _____ (Date).

I am familiar with the non-tenure track policy of the Board of Regents (copy attached) and I make this request for reclassification of my position freely and voluntarily, without any assurance of retention, promotion, or reward by my superiors or others at this institution.

I understand that this request for re-classification may or may not be approved.

(Signature): _____

ACTION TAKEN:

I recommend that this request be:

(Approved/Denied) Department/Unit Head Date

(Approved/Denied) Dean Date

(Approved/Denied) VPAA Date

(Approved/Denied) President Date

Attachment D:

HOW THE VSU SENATE WORKS

http://www.valdosta.edu/administration/faculty-senate/documents/bylaws/faculty-senate-bylaws-5_2015.pdf

The Senate serves as the mechanism for **shared governance** at Valdosta State University (*Statutes*: Chapter 4, Article I, Section 1 – statutes are currently being updated; 2007 statutes can be found at <http://www.valdosta.edu/administration/policies/documents/2000.1StatutesofVSU.pdf>).

What the Senate does is to **formulate** university policy. This is an extremely important function, central to the vitality of VSU. In the words of the *Statutes*, the Senate functions as the **representative, deliberative, advisory, and legislative body** of the **General Faculty**.

The Faculty Senate currently (2015-2016) includes 60 elected faculty senators (voting), administrator participants (non-voting), staff participants (non-voting), and student participants (non-voting).

Any faculty member, administrator, staff member, or student can submit an issue for Senate consideration. It must be submitted in writing to the **President of the Faculty Senate**. [Currently, Brian C. Ring, bcring@valdosta.edu], who brings it to the Executive Committee of the Senate. It is strongly recommended that anyone raising an item for the Executive Committee make their report thorough and well-researched. The President of the Faculty Senate is **not** expected to do any supplemental research or work on your report or item.

The **Executive Committee** serves as a traffic cop, deciding whether an issue goes to the Senate, and if so, which committee is the appropriate committee to consider an issue. The President of the Faculty Senate, the Vice President of the Faculty Senate, Secretary of the Faculty Senate and the Parliamentarian of the Faculty Senate form the Executive Committee, with the immediate Past President of the Faculty Senate serving as an ex-officio non-voting member of the committee. The FSEC can be reached at fsec@valdosta.edu.

There are three (3) kinds of Senate committees: statutory committees, standing committees, and special committees. Membership on all committees is either by election or by recommendation of the Committee on Committees to the Senate for approval.

The five (5) **statutory committees** are permanently established by the *Statutes*. They are major committees - Academic Committee, Committee on Committees, Faculty Affairs Committee, Institutional Planning Committee, and Faculty Grievance Committee.

Standing committees are formed by the Senate, and can be changed by following the Amendment procedures. They are listed in the *Bylaws of the Faculty Senate* http://www.valdosta.edu/administration/faculty-senate/documents/bylaws/faculty-senate-bylaws-5_2015.pdf Standing committees may form subcommittees.

Special committees are formed by the Senate, normally for one year.

Senate committees can **initiate** policy recommendations within their committee. Senate committees do **not** have to wait for items to be submitted to them by the Executive Committee. (*Statutes*: Chapter 4, Article VI, Section 3 – statutes are currently being updated).

Committees make recommendations to the full Senate. The Senate then considers the matter (time limit: 30 minutes). It may accept the recommendation, amend it, or remand the matter back to the appropriate committee. If the Senate adopts a recommendation, the President of the Faculty Senate (within 10 working days) sends the recommendation to the VSU President, who has 60 days to either approve or disapprove the recommendation, or to seek an extension from the Faculty Senate. If approved by the VSU President, the recommendation becomes **university policy**. If disapproved by the VSU President, the recommendation is returned to the Senate for possible override (requires 2/3 vote) and submission to the General Faculty for its recommendation to the VSU President. The VSU President still has the final authority.

Statutory Committees:

Academic Committee:

- a) Approves, disapproves, or remands to the originating unit any proposals and recommended changes related to the educational philosophy, academic mission, and educational enterprise of the University;
- b) Approves, disapproves, or remands to the originating unit any recommended curricular proposals; and
- c) Approves, disapproves, or remands to the originating unit any proposals and recommended changes in the policies and procedures pertaining to the academic programs of the University.

Committee on Committees:

- a) Nominates for Senate approval the membership for all existing statutory and standing committees of the Senate, unless such membership is elected by the General Faculty or Senate; the method for selecting nominees is set forth in the Senate Bylaws;
- b) Oversees election of members to the Senate;
- c) Oversees election of members to statutory committees;
- d) Advises on appointments for membership on University-wide special committees; and;
- e) Fills any vacancy in a statutory, standing, or special committee during the academic year. A replacement must be from the same unit as the person being replaced.

Faculty Affairs Committee:

- a) Reviews policies and makes recommendations pertaining to faculty welfare matters;
- b) Reviews policies and makes recommendations pertaining to the teaching, learning, and research environment of the University; and
- c) Reviews policies and makes recommendations pertaining to general University matters affecting the educational mission.

Institutional Planning Committee:

- a) Reviews policies and makes recommendations pertaining to the operations of the academic and administrative bodies of the University;
- b) Reviews policies and makes recommendations pertaining to academic and administrative effectiveness of the University and its units;
- c) Reviews policies and makes recommendations pertaining to the use of physical, financial, and human resources of the University; and
- d) Reviews policies and makes recommendations pertaining to comprehensive institutional planning.

Faculty Grievance Committee:

- a) The Faculty Grievance Committee has the authority to conduct inquiries into grievances by faculty who have exhausted the University's appellate channels from the department, to the college, school or division, to the Vice President for Academic Affairs; to attempt the resolution of those grievances by mediation; and to present to the President its recommendations for appropriate response to the grievances it has considered.
- b) The Faculty Grievance Committee will not consider grievances involving promotion, salary, non-renewal of contracts, or tenure unless the aggrieved faculty member reasonably alleges violation of University Statutes, academic freedom, administrative processes or procedures, or discrimination on the basis of sex, race, religion, national origin, handicap, or age.

Standing Committees:

Academic Scheduling and Procedures Committee: to review and recommend policies and procedures pertinent to the University calendar, class scheduling, final examination scheduling, University catalogs and bulletins, Honors Day, and commencement.

Athletic Committee: to review and recommend policies and procedures pertinent to University intercollegiate athletics.

Educational Policies Committee: to review and recommend policies and procedures pertinent to advising, undergraduate admissions and retention, public services, and registration; and to hear undergraduate petitions for exceptions to academic policy, including graduation.

Faculty Scholarship Committee: to review and recommend policies and procedures pertinent to both graduate and undergraduate faculty development, research, and the use of animal and human research subjects; to receive and review research and development proposals; and to allocate research and development funds.

Library Affairs Committee: to review and recommend policies and procedures pertinent to the Odum Library and its use, and to review and make recommendations related to library allocations.

Diversity and Equity Committee: to review and recommend policies and procedures pertinent to ethnic, religious, and gender minorities; and to review and recommend policies and procedures pertinent to quality support programs for students with special needs including, but not limited to, those with physical impairments, behavior disorders, and learning disabilities.

Student Affairs Committee: to review and recommend policies and procedures pertinent to such student services as financial aid, housing, health services, counseling services, mail services, and food services; as well as student communications and affairs, in general.

Environmental Issues Committee: to review and recommend policies and procedures pertinent to environmental issues, as they relate to recycling, facilities use, campus beautification, and traffic planning.

Academic Honors and Scholarship Committee: to review and recommend college-wide scholarships and honors for students and to arrange for appropriate presentations, including Honors' Day.

Technology Committee: to develop and review policies and procedures relating to technology issues and to interface with other statutory and standing committees when such issues overlap their charge.

Internationalization and Globalization Committee: to initiate, develop and review policies and procedures to strengthen the institution's internationalization and globalization efforts, interacting with other statutory and standing committees when such issues overlap their charge.

New Faculty Senate Email User Groups Fall 2017 Onward

Introduction: During the 2016-2017 academic year, in conjunction with the Faculty Senate (FS) Statutory (STAT) Committee on Committees (CoCo), Standing (STAND) Technology Committee (TC), and Information Technology (IT) Staff, the following plan to streamline the email and communication across committees was developed:

Background: Each year 1/3 of the senate is replaced with new senators on a 3-year rotation along with Student Government Association (SGA), Council on Staff Affairs (COSA) members, and occasionally updates to ex officio membership. Therefore, email lists must be updated and shared via an excel sheet on the Faculty Senate website and email updates from the chair of CoCo to its committees and chairs, etc. must follow. To make this process simpler, the following “email alias” or user groups in Microsoft 365 were developed and will be added by IT and made publicly available on the Faculty Senate website. These user groups will be **optional** among committees but will assuredly make communication easier in the following ways:

1. **User Group Owners/Managers:** Each year the Chair and Chair Elect of CoCo will assume managing or “owner” status across the email user groups listed below. This will allow CoCo to remove outgoing members and add new members to the user groups and provide initial contact with committees and their chairs and newly added chair elects. (i.e. see fsnew@valdosta.edu).
2. The user group email alias will be set so all members are visible in the emails.
3. User group members can simply use their existing email to communicate OR utilize the web based Office 365 version through MyVSU login to share files and calendars for meetings. In short, no more typing or updating email lists by the committees as this will be handled by CoCo in one location.
4. All members of the faculty senate will also be able to effectively communicate through committees and the VSU community will be able to contact the senate at-large or its various committees by a simple email alias. For example, any VSU constituent might email the Faculty Senate Executive Committee (i.e. fsec@valdosta.edu) regarding an actionable item OR an SGA member could contact the Standing Student Affairs Committee (i.e. fs-stand-fs@valdosta.edu).
5. A faculty senate “new” members list will also be added so CoCo can establish early contact with newly elected members.
6. The static member list will also be retained on the faculty senate web site.

Here are the initial **19 list serves** (Microsoft 365 MyVSU user groups) with the ability to edit/update or add and remove in the future:

- a. **Faculty Senate At-Large:** fs@valdosta.edu
- b. **Faculty Senate Executive Committee:** fsec@valdosta.edu
- c. **Faculty Senate New Yearly Members List:** fsnew@valdosta.edu
- d. **Statutory Committees (5)**
 - i. **Academic Committee:** fs-stat-ac@valdosta.edu
 - ii. **Committee on Committees:** fs-stat-coco@valdosta.edu
 - iii. **Faculty Affairs :** fs-stat-fa@valdosta.edu
 - iv. **Faculty Grievance Committee:** fs-stat-fgc@valdosta.edu
 - v. **Institutional Planning Committee:** fs-stat-ipc@valdosta.edu

e. Standing Committees (11):

- i. Academic Honors & Scholarships: fs-stand-ahs@valdosta.edu
- ii. Academic Scheduling & Procedures: fs-stand-asp@valdosta.edu
- iii. Athletic Committee: fs-stand-ac@valdosta.edu
- iv. Diversity and Equity Committee: fs-stand-dec@valdosta.edu
- v. Educational Policies: fs-stand-ep@valdosta.edu
- vi. Environmental Issues: fs-stand-ei@valdosta.edu
- vii. Faculty Scholarship: fs-stand-fs@valdosta.edu
- viii. Internationalization and Globalization Committee: fs-stand-igc@valdosta.edu
- ix. Library Affairs: fs-stand-la@valdosta.edu
- x. Student Affairs: fs-stand-sa@valdosta.edu
- xi. Technology Committee: fs-stand-tc@valdosta.edu