



FACULTY SENATE Est. 1991

Michael Noll
President

James Archibald
President Elect/Vice President

linda pysher jurczak
Secretary

Sean Lennon
Parliamentarian

Faculty Senate Agenda May 21, 2015; 3:30 pm Magnolia Room

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.

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

1. Call to Order by Michael Noll.
2. **Approval of the minutes of the April 16, 2015 meeting of the Faculty Senate.**
(<http://ww2.valdosta.edu/facsen/meeting/minutes/index.shtml>)
3. **Faculty Senate Elections (President-elect, Parliamentarian, Secretary)**
4. Old & Unfinished Business
 - a. Statutory Committee Reports (annual reports)

Academic Committee – Sheri Gravett

(All meeting materials, agendas, and minutes for the year are available at:
<http://www.valdosta.edu/academics/registrar/academic-committee.php>)

Committee on Committees - Diane Holliman (see **Attachment A**) (p. 3)

Faculty Affairs – Bill Buchanan (see **Attachment B**) (pp. 4-5)

Faculty Grievance Committee - Said Fares (see **Attachment C**) (p. 6)

Institutional Planning Committee - Diane Wright (see **Attachment D**) (p. 7)

b. Standing Committee Reports (annual reports)

Academic Scheduling & Procedures - Tommy Crane (see **Attachment E**) (pp. 8-11)

Academic Honors & Scholarships – Maren Clegg-Hyer (see **Attachment F**) (p.12)

Athletics - Stacey Walters (see **Attachment G**) (pp. 13-23)

Educational Policies - Jacob M. Jewusiak (see **Attachment H**) (pp. 24-26)

Environmental Issues - Theresa J. Grove (see **Attachment I**) (p.27)

Faculty Scholarship & Research - Grazyna H. Walczak (see **Attachment J**) (p.28)

Internationalization and Globalization Committee - David Kuhlmeier (see **Attachment K**) (pp. 29-32)

Library Affairs - Rudo Tsemunhu (see **Attachment L**) (p. 33)

Diversity & Equity - linda pysher jurczak (see **Attachment M**) (p. 34)

Student Activities & Services - James Archibald (see **Attachment N**) (pp. 35- 45)

Technology - Victoria Russell (see **Attachment O**) (pp. 46-68)

c. Special and Ad Hoc Committees

- President's Sustainability Committee: majority vote supports divestment

d. **Faculty Senate bylaws** (see **Attachment P**) (pp. 69-79)

e. **Motion to have Institutional Research do administrative evaluations** (see **attachment Q**) (p. 80)

f. **Recommended Change to Academic Probation** (Sheri Gravett) (see **attachment R**) (p. 80)

g. 2015-2016 Faculty Senate Meeting Schedule (see **attachment S**) (pp. 81-82)

h. Faculty Senate Financial Report (see **attachment T**) (pp. 83-84)

5. New Business

a. Chief of Police Search: update

b. Summer Teaching Guidelines: minimum enrollment, salaries, etc.

c. Planning and Budget Council: increased funding for recruitment from AL, FL, SC

6. Discussion

7. Adjournment (**Have a Great Summer!**)

Attachment A

Committee on Committees 2014-2015 Annual Report

Senate and statutory committee seats were filled by September 2015. Faculty and other representatives were assigned to Standing committees by Sept 2015.

The Committee on Committees met once 2014-2015 on Tuesday, Feb 3 at 11 am in Odum Library

Diane Holliman, Brett Williams, Kalina Winska, and Michael Noll were present.

We discussed the Committee on Committees (Coco) procedures and yearly time line. The procedures and time line for Coco is outdated and cumbersome. Since the procedures and timeline were developed and updated (last updated 2008), the bylaws of the senate have changed, and faculty size and composition of colleges has changed. We discussed how to update and streamline the process.

1. The first step is to get a list of current faculty or all eligible senators from all units (colleges) and see the current proportion of senate, statutory and standing members per college. Analyze and discuss the trends, and what would be the ideal proportions given the different stakeholders.

Coco to submit to Executive committee and then for discussion of senate.

2. Other suggestions for senate membership: Have *faculty at large seats* that are not tied to a specific college. But, how many faculty at large seats?

3. After decisions are made contact Deans or College Administration about college elections, some colleges (A&S, CONHS) have already begun this process. Coco has found that the colleges do their elections at different times. *Now with Qualtric elections can be done online.* Elections do not have to be done at a meeting when all faculty are together.

4. Conduct senate and statutory committee elections first.

5. When senators are elected, let them decide which statutory committees they want to be on-and if they want a leadership position or which Standing committee they want for serving as Chair Elect, Chair and Past Chair. Senators must be willing to take a leadership position on Statutory and Standing committees.

6. Coco meet with Chair elects, Chairs and Past Chairs about populating their committees. Chair elects and Past Chairs are Coco liaisons.

7. From there committee requests will go out for all faculty.

8. Each year there will be a way for Coco to take feedback for the process and procedures to improve and better serve the campus. At this point when someone has an inquiry about Coco it goes to the Chair, this has been okay, but we need a more systematic process for this.

Respectfully submitted, Diane Holliman, PhD, LCSW

May 12, 2015 update-Coco decided to wait until the end of Spring 2015 to proceed with the election and committee assignments. The process 1-8 will be followed. Coco is out of sync with the 2008 timeline, but Coco members will meet electronically throughout Summer 2015 to complete the elections and committee assignments and update the bylaws. Coco will submit outcomes of elections and assignments as well as bylaws update Fall 2015.

Respectfully, Diane Holliman, PhD, LCSW

Attachment B

To: Michael Noll, President, Faculty Senate
From: William Buchanan, Chair, Faculty Affairs Committee
Subject: Annual Status Report 2015
Submitted: April 26, 2015

Late last semester, November 3ed to be precise, Andy Ostapski resigned as chair of the FAC and Diane Holliman asked if I would be able to fill in for the balance of the academic year. I agreed and was informed that two subcommittees were in place to deal with issues on 1) Academic Freedom and 2) Sick Leave policy. At the time no additional information was available on the progress made to date and the proximity of the semesters end left little time to accomplish meaningful progress on either front.

Shortly after the beginning of Spring Semester I discovered that neither subcommittee had an assigned chair or designated members. I began by asking for volunteers and Nancy Swanson (LCOBA) and Alicja Rieger (COE) stepped in to fill the chair positions for Sick Leave policy and Academic Freedom, respectively. The remaining members of the FAC were assigned to the subcommittees and work began on the relevant issues assigned to each. What follows are the respective reports of the subcommittees along with their current recommendations for actions going forward.

The Academic Freedom Subcommittee

There had not been scheduled meetings of the Academic Freedom Subcommittee during fall 2014 semester due to a change of leadership. In spring semester, the Academic Freedom Subcommittee met once, on Wednesday February 4, from 3:00-4:00 p.m. in the Dean's Conference Office, College of Education & Human Services. The Academic Freedom Subcommittee began the work on the assigned charge to the committee. The charge involves an examination of the state of academic freedom (AF) at VSU, including issues like academic freedom, freedom of speech, and political activism. Several points were brought up by the committee members as future action items related to the assigned charge. Those include, but are not limited to:

A need to review, in more depth, the documents shared with the committee including "An Open Letter to Governor Nathan Deal and Georgia Lawmakers 6/23/2014", "Dr-McKinney-Emails-About-Mary-Turner-Project", "AcademicFreedomandElectronicCommunications", "RIR 2014[1] (Recommended Institutional Regulations on Academic Freedom and Tenure)", "Georgia Southern University Academic Freedom Statement"

A need for further clarification from Senate president Noll related to the assigned charge and an importance of breadth and depth of analysis of facts pertaining to the Dr. P. George's case. A recommendation was made that the committee focus on Academic Freedom (AF) and Freedom of Speech in a general manner rather than any specific case as that may be the best course of action

A need to contact the F.I.R.E. dealing with AF and social justice and ask for assistance in interpreting the state of academic freedom at VSU

The Academic Freedom Subcommittee noted that completion of the charge and work on the initial action items will go far beyond a single semester. The committee is in the process of the more in-depth review of the documents shared with the committee and will continue the work on the listed above action items in fall 2015 semester.

Alicja Rieger, Ph.D.
Associate Professor
Valdosta State University

Sick Leave Policy Subcommittee

Summary of Progress Spring 2015

Earlier this semester Katharine S. Adams, Ph.D., Associate Professor, Licensed Psychologist, Department of Psychology and Counseling, did some initial research on the sick leave policy. Her report is as follows:

Questions about sick leave seem to center around differences between two available retirement options, Teachers' Retirement System (TRS) and Optional Retirement Plan (ORP; See TRS & ORP Comparison sheet). Important differences exist between these two options.

The TRS originated sometime around the 1940's and is available to all teachers in Georgia (See O.C.G.A. 47-3-92).

- The TRS offers an attendance incentive program which allows for employees the option of vacation leave payout and sick leave credited toward retirement (See www.trsga.com printouts).

- Elementary and secondary school teachers only have the option of a sick leave payout, not post-secondary teachers (See O.C.G.A. 20-2-853).

In the 1980's, faculty requested that the state consider an optional retirement system that would allow for faculty mobility and transfer of employment.

- Effective September 1, 1990, the BOR adopted the ORP (See O.C.G.A. 47-21-3 and ORP Handbook).

- The ORP does not require an employee be vested after 10 years allowing for faculty mobility, but employees do not accrue vacation leave and it does not allow for sick leave credit/payout.

The next step for the Faculty Affairs Committee is to meet to further discuss the issues surrounding these retirement options.

Dr. Nancy Swanson, Subcommittee chair
Associate Professor of Accounting
Langdale College of Business

Taken together the reports show significant progress following a rather slow start and I believe will provide the chair elect with a meaningful and significant foundation upon which to build an effective agenda for the FAC during the next academic year.

I am Sincerely,

Dr. Bill Buchanan

Dr. William Buchanan, Interim Chair
Faculty Affairs Committee 2014-2015

Attachment C

Fri 5/8/2015 6:00 PM

To: Michael G Noll;
Cc: Said C Fares;

Michael,

The Grievance Committee has no report to submit.

No claims or issues have been submitted to the committee since January 1, 2015, the time I have chaired the committee.

It has been an honor and pleasure to chair committee despite the fact that no issues were submitted.

Thanks

Said

Attachment D

Institutional Planning Committee Annual Report 2014-2015

Committee Members: Diane Wright, Chair, Donald Thieme, Chair Elect, Karin Murray, and Daniel Baracskey

The Institutional Planning Committee convened four times during the 2014-2015 academic year. The following presents a brief summary of the committee's activities:

- Reviewed bylaws of the Institutional Planning Committee.
- Reviewed VSU's and the Board of Regent's policies on employing Interim and Acting positions and presented our results to the Faculty Senate.
- The Executive Committee asked several of our members to serve on additional committees:
 - Student Affairs Task Force: Donald Thieme and Diane Wright
 - Strategic Planning Steering Committee: Donald Thieme
- Researched and discussed how we could create positive changes for non-tenure track faculty. Our first task included gathering institutional data. Dr. Denise Bogart worked with Strategic Research to compile the trends in employment at VSU for the last five years for the following categories:

Full time Tenured Faculty
Full time Non-Tenure Track Faculty
Full time Tenure-Track Faculty
Full time Limited Term Track
Full time Lecturers
Full time Instructors
Part-time Faculty
Graduate Student Employees

We requested that the data be categorized by the University as a whole as well as by the various Colleges. We have the data for the University; however, we have not received the data for each College.

Next year we will be expanding upon the activities which surfaced in the course of our meetings and through the input of several senators and faculty members. Based on time constraints, these activities were not addressed this year. For example, we will review the policies and practices related to non-tenure-track faculty.

Attachment E

2014-2015 Annual Report of the Academic Scheduling and Procedures Committee (ASPC) Valdosta State University Faculty Senate

The Academic Scheduling and Procedures Committee (ASPC) met as follows:

- September 22, 2014 – attending 14 members, 2 ex officio, 0 SGA rep., 1 visitor
- October 30, 2014 - Special Meeting with President McKinney and Provost Rogers – attending 10 members, 1 ex officio, 2 SGA reps, 2 guests (President McKinney and Provost Rogers)
- Planned Jan. 2015 meeting – cancelled due to chair's family obligations.
- March 05, 2015 – attending 5 members, 2 ex officio, 1 SGA rep., 0 visitors, (no quorum)

ASPC Meeting Summaries:

September 22, 2014

The main purpose of this meeting was to establish the goals of the committee after the approval of the 5 year academic calendar. Discussion about the president's change to the Faculty Senate's approved calendar took place. Voting members wished to have their questions answered by President McKinney and Provost Rogers. Committee agreed to table discussion on a 2020 / 2021 academic calendar for now.

Goals:

1. Contact President McKinney and Provost Rogers so as to have special session of the committee meeting to discuss reasons for changes made to the Faculty Senate approved 5 year academic calendar.
2. Verify that the ASPC could review and suggest modifications if changes made to the approved 5 year academic calendar were viewed to be problematic to the University's delivery of services to students, i.e. removal of "Dead" day from finals week, placement of Spring Break, etc.

October 30, 2014

Committee met with President McKinney and Provost Rogers to discuss reasons for changing the Faculty Senate approved. President McKinney discussed the only major change was placement of Spring Break within the Faculty Senate approved 5 year academic calendar and his approved 5 year academic calendar. McKinney's changes were made due to largely because the Faculty Senate approved 5 year academic calendar had placed Spring Break later in the year around week 10 which would have not been near Mid-term. He also listened to the concerns of SGA and students about the placement of Spring Break to make his decision.

The committee asked if there could be changes made to the approved calendars if a need arose. McKinney stated that the committee could propose changes based on need for him to consider.

Committee members then discussed with McKinney that there were negatively impacted by the placement of Spring Break particularly those involved in practicums. President McKinney and Provost Rogers then asked the committee to collect data based on the following inquiries.

1. Contact all school systems where VSU students are doing practicums during Spring Break - list of all school systems involved. - Work with Academic Affairs.
2. Get a count of students that are adversely affected by the placement of Spring break due to practicums/clinical, etc...
3. Survey students to see what reasons they have for wanting Spring Break aligned with other GA Universities.
4. Research how other Universities are handling this situation with practicums.

March 05, 2015

Committee met to show findings based off President McKinney's and Provost Roger's inquiries. The committee had no quorum so no voting took place, however the members did discuss the findings and discussed how to continue researching the inquiries mentioned above. The committee will continue to sort through the findings and provide results soon. Below one will find the preliminary findings.

Committee also discussed the proposed Fall 2015 Final Exam Schedule that was worked on by Dr. Ed Walker (last year's template), COA Dean Blake Pearce, Department Head of Mathematics and Computer Sciences Dr. Greg Harrell, University's Registrar Stanly Jones, and Tommy J. Crane (chair of the ASPC). Vote for schedule was done via email. Results were: 18 yes, 0 no, 8 non-responsive. The schedule was approved.

Committee's Findings:

1. Contact all school systems where VSU students are doing practicums during Spring Break - list of all school systems involved.

Results by Dr. Gina M. Doepker Sullivan Literacy Center Director:

None of the departments noted any conflicts with the practicum/clinical placements and spring break.

- Early Childhood & Special Education = 147 students
- Middle Grades = 43 students
- KSPE = 28 students

Fall 2014

of School Systems = 58

of Students = 105

Alabama	Columbia Co., GA	Gwinnett Co., GA	Pulaski Co, GA
Appling Co., GA	Cook Co., GA	Hall Co., GA	Savannah-Chatham Co., GA
Baldwin Co, GA	Coweta Co., GA	Haralson County, GA	Seminole Co., FL
Banks Co., GA	Cumberland Co, NC	Henry County, GA	St. Johns Co., FL
Berrien Co., GA	Dawson County, GA	Hillsborough Co., FL	Sumter Co., GA
Brooks Co., GA	DeKalb Co., GA	Houston Co., GA	Thomas County, GA
Bryan Co., GA	Dougherty Co., GA	Jersey City PS, NJ	Tift Co., GA
Burke Co., GA	DuPage District 45, IL	Lanier Co., GA	Troup Co., GA
Camden Co., GA	Fayette Co., GA	Lowndes Co., GA	Valdosta City, GA
Cedar Grove, NJ	Forsyth Co., GA	Newton Co., GA	Wake Co, NC
Charlotte-Mecklenberg Co, NC	Fulton Co., GA	Oconee Co, GA	Ware Co., GA
Clayton Co., GA	Gainesville City, GA	Oldham Co, KY	Whitfield County, GA
Cobb Co., GA	Glynn Co., GA	Paulding Co., GA	Worth County, GA
Coffee Co., GA	Grady Co., GA	Pierce Co., GA	
Colquitt Co., GA	Griffin-Spaulding Co., GA	Prince William Co., VA	

Spring 2015

of School Systems = 39

of Students = 204

Fulton	Cobb Co., GA	Fayette Co., GA	Oconee Co., GA
Atlanta	Coffee Co., GA	Floyd Co., GA	Rockdale Co., GA
Baldwin Co., GA	Colquitt Co., GA	Fulton Co., GA	Seminole Co., FL
Berrien Co., GA	Columbia Co., GA	Glynn Co., GA	Terrell Co., GA
Bibb Co., GA	Cook Co., GA	Gwinnett Co., GA	Thomas Co., GA
Brooks Co., GA	Coweta Co., GA	Henry Co., GA	Tift Co., GA
Charlotte-Mecklenberg, NC	Crisp Co., GA	Irwin Co., GA	Toombs Co., GA
Clark Co., NV	DeKalb Co., GA	Lanier Co., GA	Valdosta City, GA
Clinch Co., GA	Dodge Co., GA	Lowndes Co., GA	Ware Co., GA
	Echols Co., GA	Manatee Co., FL	Washington Co., FL

2. Get a count of students that are adversely affected by the placement of Spring break due to practicums/clinicals, etc...

Survey Results from Karen R. Noll:

Impact of Calendar on Practicum students across Campus

In April of 2015 a survey was developed and sent to all the faculty in the banner as an instructor for a practicum course. The survey was sent to 76 faculty members in 27 different departments. Responses were recorded for 31 surveys. The survey consisted of 9 questions and results are listed after the question:

1. How many students are enrolled in your practicum course this spring term? =660
2. How many of your practicum students are concurrently enrolled in classes on campus? =452
3. Do your students in practicum follow the site's calendar or the VSU calendar? =26% practicum site calendar; 74% VSU calendar.
4. What type or schedule does the practicum site follow? = 26% national holidays only; 74% academic holidays
5. Do any of your practicum sites take a spring break? = 77% yes; 23% no
6. How many of your practicum students take the spring break when the practicum site does? = 287
7. How many of your practicum students take spring break when VSU takes spring break? = 452
8. Did you teach this practicum course in the fall semester? =72% yes; 28% no
9. Comparing fall practicum to the spring practicum course, do the fall and spring calendars allow an equal amount of practicum experience each semester? = 23% spring offers less time; 5% fall offers less time in practicum; 73% both offer an equal amount of time for practicum

Results for the 31 respondents with 660 total practicum students:

- 89% of practicum students take courses on campus in addition to their practicum course (588/660).
- 68% of practicum students take VSU spring break (452/660).
- 43% of practicum students take break with their practicum site (287/660).
- Interpretation #1: During VSU spring break, 21% of practicum students take a break from their on-campus classes but continue with their practicum responsibilities. (89% of practicum students take courses on campus while doing practicum, only 68% of those students take a break from classes and practicum at the same time.)
- Interpretation #2: According to this survey, 68% of practicum students take spring break with their peers.
- Interpretation #3: While 77% of practicum sites take a spring break, 68% of practicum students take spring break with VSU.

3. Survey students to see what reasons they have for wanting Spring Break aligned with other GA Universities.

SGA along with Dr. Jonathan Krispin are working on developing this survey. No results at this time.

4. Research how other Universities are handling this situation with practicums. Results are based off our peer and aspirational institutions based off phone conversations and emails conducted by Tommy J. Crane.

	Spring Break 2015	SB - local schools	When Practicums Students take SB	Contact.
Valdosta State University	March 23-27	independent / align with		
Comparator Peers				
Shippensburg University of Pennsylvania	March 9-13	independent of	With local- school systems	Registrar's Office
Southern Illinois University-Edwardsville	March 9-13	independent of	With local- school systems	Dr. Steffany Chleboun
University of Louisiana-Monroe	April 3- 10			
University of Southern Mississippi	March 9- 13			
Southeast Missouri State University	March 16-20	independent of		Sandra L. Hinkle
University of Central Arkansas	March 16-20			
Arkansas State University-Main Campus	March 23-28			
Stephen F Austin State University	March 16-20	independent of	With local- school systems	Lynda Langham
Tarleton State University	March 9- 13			
University of Wisconsin-La Crosse	March 16-20	independent of	With local- school systems	Christine Bakkum
Aspirational Peers				
Florida Gulf Coast University	March 2- 7			
West Chester University of Pennsylvania	March 9-13			
Rowan University	March 16-20	overlap with	With local- school systems	Muriel Frierson
University of North Carolina at Wilmington	March 9-13	independent of	With local- school systems	Carol McNulty
Marshall University	March 16-20	independent of	With local- school systems	Roberta Ferguson
University of Northern Iowa	March 16-20			
James Madison University	March 9-13	independent of	With local- school systems	Thomas Estes
Northern Kentucky University	March 9- 13			
Ferris State University	March 9- 13			
Appalachian State University	March 9- 13	independent of	With local- school systems	Senior Associate Registrar
University of Central Missouri - Warrensburg	March 16-20	Try to align with	With University	Jennifer Suchan

Proposed Fall 2015 Final Exam Calendar.

Proposed final exam schedule for Fall 2015 by Math and COA									
		Tuesday		Wednesday		Thursday		Friday	
Exam #	Exam Time	Class Day	Class Time	Class Day	Class Time	Class Day	Class Time	Class Day	Class Time
1	8:00 - 10:00 am	TH	8:00 AM	MWF	8:00 / 8:30 am	TH	9:30	MWF	9:00 / 9:30 pm
2	10:15 am- 12:15 pm	MWF	10:00 / 10:30 am	TH	11:00 AM	MWF	11:00 / 11:30 am	MWF	12:00 / 12:30 pm
3	12:30 - 2:30 pm	TH	12:30pm	MW	1:00 / 1:30 pm	Make-up Exam Period		Make-up Exam Period	
4	2:45 - 4:45 pm	MWF	2:00 / 2:30 pm	TH	2:00 PM	MW	3:30 PM	TH	3:30 PM
5	5:00 - 7:00 pm	TH	5:00 PM	MW	5:00 PM	TH	6:30 PM	MW	6:30 PM
6	7:15 - 9:15 pm	Math 1111 / COA**		MW	8:00 PM	TH	8:00 PM	No Exam Scheduled	
				COA		COA			
7	9:30 - 11:30 pm	Special Exam Period*		MW	9:30 PM	TH	9:30 PM		
				Special Exam Period*		Special Exam Period*			

Examination time conflicts will be resolved by the Dean(s) of the colleges in which the course(s) are taught. Class instructor(s) will set the final exam time for course(s) that meet one day/night a week.

Attachment F

Academic Honors and Scholarship Committee Annual Report 2014-2015 Academic Year

The Academic and Honors Scholarship Committee met five times during the 2014-2015 academic year (11/5/14, 1/8/15, 2/25/15, 3/30/15, and 4/9/15).

During the fall semester, nominations were solicited from VSU for the Georgia Legislative Academic Recognition Day representative for 2015. From those nominated, the committee selected Melanie Morris as this year's representative.

During the spring semester, the committee solicited nominations from departments and faculty at large for the annual Annie Powe Hopper Award. Seven nominations were received, and the committee met on March 30 to review, discuss, and select five finalists. The finalists were selected, contacted, and interviewed by the committee on April 9. The graduating student selected for the 2015 Award was Chase Windham.

Members of the committee researched, nominated, and discussed possible key note speakers for the annual Honors Dinner. By vote of the committee, Dr. Jane Whitehead, Professor of Modern and Classical Languages at VSU, was selected. Annual University and Departmental level Academic Honors were solicited by the committee for presentation at the annual Honors Dinner. Planning and coordination for the Honors Dinner, to be held on Thursday, April 30, included many hours of consultation with Leah Pickle, Event Services.

Following the annual dinner, current chair, Dr. Maren Clegg Hyer, and chair elect, Dr. Mike Meacham, will begin coordination of the 2015-2016 membership for the Academic Honors and Scholarships Committee with the Committee on Committees.

Respectfully submitted,

Maren Clegg Hyer, 2014-15 Chair
Academic Honors and Scholarships Committee
VSU Faculty Senate

Attachment G

Athletics Committee Annual report 2014-2015

The Athletics committee met on the following dates during the 2014-15 academic year:

- October 15, 2014
- April 9, 2015
- May 5, 2015

Minutes of these meetings were provided to the Faculty Senate President and Secretary as outlined in the Faculty Senate Bylaws.

During the 2014-2015 academic year, the Committee addressed the following:

- The process for communication of missed classes by student athletes prior to travel. Per the Athletic Committee handbook, it is solely the student athlete's responsibility to both communicate potential class dates that the student athlete will miss and provide a written excuse to the professor. The excuse is supplied by the athletic department to the student athlete. Grades First is currently the software that the Faculty Athletic Representative, Scott Grubbs, is using to notify professors of student athlete absences. If faculty members are not being notified by either of these mechanisms, the faculty member is asked to contact Scott Grubbs.
- Faculty members have not been willing to complete grade reporting through Grades First due to a perceived FERPA violation. All student athletes must complete a FERPA waiver so that grades may be reported through Grade First. A paper copy of this waiver may be secured from Mason Barfield or Debbie Wisenbaker in the Athletic Department by the student athlete, which can then be presented to the faculty member.
- Questions have been raised by faculty about academic disputes between faculty and student athletes. There is currently no policy in the Student Athlete Handbook. Students are asked by the athletic administrators to communicate directly with the faculty member about the dispute. Grade disputes should be handled through the academic appeals process.
- Faculty members have raised questions about number of hours spent in athletic participation and how that affects academics (ability to meet for make-up work, study time, etc.). For large teams, the team captains monitor and sign-off on hours through the Athletic Department. For small teams, each athlete signs-off individually through the Athletic Department. In instances where athletes are notifying faculty of hours issues, they faculty member should report those concerns to Scott Grubbs.
- The Student Athlete Academic Award Subcommittee has created the Blazer Scholar-Athlete award for student athletes to be recognized for their academic abilities and leadership. This differs from other Athletic Awards in that any faculty member may nominate an athlete who is currently enrolled in his/her course using a form provided on the VSU Athletics Website.
- The Athletics Bylaws Subcommittee made changes to the Athletics Committee bylaws to better align what the committee is responsible for and to better mirror the structure set forth by Faculty Senate bylaws for standing committees. The committee added a student representative from the Student Athlete Advisory Committee (SAAC) into the bylaws to allow for student athlete representation on the committee.

- NCAA Graduation Rates for the 2007-2008 cohort can be found in Appendix A.

Subcommittee Membership

- Student Athlete Academic Award: Scott Grubbs (chair), Ronald Stunda, Lantry Brockmeier, Deborah Van Petten, and Brian Ring.
- Athletics Committee Bylaws: Stacey Walters (chair), Lori Howard, Michael Gross, and Tanya Lee.

Future Goals of the Athletics Committee:

- Survey faculty to see if other academic issues related to student athletes are present. In the committee's discussion at the beginning of the year, several issues arose that were not specific to the topics of discussion from the previous year. There may be many more problems or shortfalls where the Athletics committee could assist.

Respectfully submitted, May 6, 2015

Stacey D. Walters, Chair

Valdosta State University

FRESHMAN-COHORT GRADUATION RATES	All Students	Student-Athletes #
2007-08 Graduation Rate	40%	52%
Four-Class Average	41%	44%
Student-Athlete Academic Success Rate		50%

1. Graduation-Rates Data

a. All Students

	Freshman Rate Men				Freshman Rate Women				Freshman Rate Total			
	2007-08		4-Class		2007-08		4-Class		2007-08		4-Class	
	N	%	N	%	N	%	N	%	N	%	N	%
Am. Ind./AN	0	-	6	33	7	14	17	29	7	14	23	30
Asian	12	33	41	44	15	73	50	56	27	56	91	51
Black	196	32	667	33	410	41	1262	43	606	38	1929	40
Hispanic	22	32	63	25	18	44	74	41	40	38	137	34
Nat. Haw./PI	0	-	0	-	0	-	0	-	0	-	0	-
N-R Alien	6	33	17	65	3	100	25	72	9	56	42	69
Two or More	15	33	70	29	34	41	102	34	49	39	172	32
Unknown	0	-	0	-	0	-	0	-	0	-	0	-
White	544	36	2170	37	734	45	2893	46	1278	41	5063	42
Total	795	35	3034	36	1221	44	4423	45	2016	40	7457	41

b. Student-Athletes

	Freshman Rate Men						Freshman Rate Women						Freshman Rate Total					
	2007-08		4-Class		ASR		2007-08		4-Class		ASR		2007-08		4-Class		ASR	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Am. Ind./AN	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Asian	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Black	***	***	49	24	104	24	***	***	11	64	13	85	***	***	60	32	117	31
Hispanic	0	-	***	***	***	***	0	-	***	***	***	***	0	-	***	***	***	***
Nat. Haw./PI	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
N-R Alien	***	***	3	100	10	90	***	***	5	40	8	63	***	***	8	63	18	78
Two or More	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***
Unknown	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
White	***	***	55	45	132	56	***	***	29	59	48	69	***	***	84	50	180	59
Total	21	43	109	37	250	44	4	100	47	60	74	70	25	52	156	44	324	50

c. Student-Athletes by Sport Category

Baseball				Men's Basketball				Men's CC/Track			
Freshman Rate				Freshman Rate				Freshman Rate			
2007-08 4-Class ASR				2007-08 4-Class ASR				2007-08 4-Class ASR			
Am. Ind./AN	-	-	-	Am. Ind./AN	-	-	-	Am. Ind./AN	-	-	-
Asian	-	-	-	Asian	-	-	-	Asian	-	-	-
Black	-	0-a	25-a	Black	0-a	0-b	0-d	Black	-	100-a	100-a
Hispanic	-	-	-	Hispanic	-	-	-	Hispanic	-	-	-
Nat. Haw./PI	-	-	-	Nat. Haw./PI	-	-	-	Nat. Haw./PI	-	-	-
N-R Alien	-	-	0-a	N-R Alien	-	-	-	N-R Alien	-	-	-
Two or More	-	-	-	Two or More	-	-	-	Two or More	-	0-a	0-a
Unknown	-	-	-	Unknown	-	-	-	Unknown	-	-	-
White	100-a	27-c	40-e	White	-	-	40-a	White	75-a	60-c	77-c
Total	100-a	24-d	38-e	Total	0-a	0-b	8-e	Total	75-a	59-d	73-c
Football				Men's Other							
Freshman Rate				Freshman Rate							
2007-08 4-Class ASR				2007-08 4-Class ASR							
Am. Ind./AN	-	-	-	Am. Ind./AN	-	-	-				
Asian	-	-	-	Asian	-	-	-				
Black	18-c	28-e	29-e	Black	-	-	-				
Hispanic	-	-	50-a	Hispanic	-	-	-				
Nat. Haw./PI	-	-	-	Nat. Haw./PI	-	-	-				
N-R Alien	-	-	-	N-R Alien	100-a	100-a	100-b				
Two or More	0-a	0-a	0-a	Two or More	-	-	-				
Unknown	-	-	-	Unknown	-	-	-				
White	100-a	43-e	60-e	White	-	75-a	79-c				
Total	23-c	32-e	41-e	Total	100-a	86-b	87-e				
Women's Basketball				Women's CC/Track				Women's Other			
Freshman Rate				Freshman Rate				Freshman Rate			
2007-08 4-Class ASR				2007-08 4-Class ASR				2007-08 4-Class ASR			
Am. Ind./AN	-	-	-	Am. Ind./AN	-	-	-	Am. Ind./AN	-	-	-
Asian	-	-	-	Asian	-	-	-	Asian	-	-	-
Black	-	50-b	75-b	Black	-	100-a	100-a	Black	100-a	100-a	100-a
Hispanic	-	100-a	100-a	Hispanic	-	-	-	Hispanic	-	100-a	100-a
Nat. Haw./PI	-	-	-	Nat. Haw./PI	-	-	-	Nat. Haw./PI	-	-	-
N-R Alien	-	0-a	40-a	N-R Alien	-	-	-	N-R Alien	-	67-a	100-a
Two or More	-	-	-	Two or More	-	-	-	Two or More	-	-	0-a
Unknown	-	-	-	Unknown	-	-	-	Unknown	-	-	-
White	-	100-a	67-a	White	-	38-c	46-c	White	100-a	71-c	78-e
Total	-	54-c	65-d	Total	-	43-c	50-c	Total	100-a	75-d	79-e

Values for N (a. 1-5, b. 6-10, c. 11-15, d. 16-20, e. greater than 20)

2. Undergraduate-Enrollment Data (All full-time students enrolled Fall)

a. All Students	Men	Women	Total	b. Student-athletes	Men	Women	Total
	N	N	N		N	N	N
Am. Ind./AN	11	4	15	Am. Ind./AN	0	0	0
Asian	45	42	87	Asian	0	0	0
Black	1102	1901	3003	Black	68	8	76
Hispanic	147	214	361	Hispanic	2	2	4
Nat. Haw./PI	5	8	13	Nat. Haw./PI	1	1	2
N-R Alien	109	99	208	N-R Alien	10	8	18
Two or More	95	162	257	Two or More	0	0	0
Unknown	13	22	35	Unknown	0	0	0
White	1783	2488	4271	White	59	67	126
Total	3310	4940	8250	Total	140	86	226

c. Student-Athletes # By Sports Category

Men					
	Basketball	Baseball	CC/Track	Football	Other
Am. Ind./AN	0	0	0	0	0
Asian	0	0	0	0	0
Black	10	2	1	55	0
Hispanic	0	1	0	1	0
Nat. Haw./PI	0	0	0	1	0
N-R Alien	0	0	0	0	10
Two or More	0	0	0	0	0
Unknown	0	0	0	0	0
White	1	23	2	24	9
Total	11	26	3	81	19

Women			
	Basketball	CC/Track	Other
Am. Ind./AN	0	0	0
Asian	0	0	0
Black	5	0	3
Hispanic	0	0	2
Nat. Haw./PI	0	0	1
N-R Alien	1	0	7
Two or More	0	0	0
Unknown	0	0	0
White	8	3	56
Total	14	3	69

#Only student-athletes receiving athletics aid are included in this report.

INFORMATION ABOUT THE GRADUATION RATES REPORT

Introduction.

This information sheet and the NCAA Graduation Rates Report have been prepared by the NCAA, based on data provided by the institution in compliance with NCAA Bylaw 18.4.2.2.1 (admissions and graduation-rate disclosure) and the Federal Student Right-to-Know and Campus Security Act. The NCAA will distribute this sheet and the report to prospective student-athletes and parents.

The Graduation Rates Report provides information about two groups of students at the college or university identified at the top of the form: (1) all undergraduate students who were enrolled in a full-time program of studies for a degree and (2) student-athletes who received athletics aid from the college or university for any period of time during their entering year. [Note: Athletics aid is a grant, scholarship, tuition waiver or other assistance from a college or university that is awarded on the basis of a student's athletics ability.]

Caution should be exercised when using Division III student-athlete data. Federal regulations calculate graduation rates for student-athletes who receive athletics aid, but only a very small number of Division III member institutions grant athletics aid (i.e., institutions that sponsor a sport at the Division I level and institutions that are moving from Division II or National Association of Intercollegiate Athletics to Division III). Since it is only those student-athletes receiving athletics aid who appear in this report in accordance with federal law, the majority of Division III student-athletes are not reflected in these data.

The report gives graduation information about students and student-athletes entering in 2007. This is the most recent graduating class for which the required six years of information is available. The report provides information about student-athletes who received athletics aid in one or more of eight sports categories: football, men's basketball, baseball, men's track/cross country, men's other sports and mixed sports, women's basketball, women's track/cross country and other women's sports. For each of those sports categories, it includes information in six self-reported racial or ethnic groups: American Indian or Alaska Native, Asian, Black or African-American, Hispanic or Latino, Native Hawaiian or Pacific Islander, nonresident alien, two or more races, White or non-Hispanic and unknown (not included in one of the other eight groups or not available) and the total (all nine groups combined).

A graduation rate (percent) is based on a comparison of the number (N) of students who entered a college or university and the number of those who graduated within six years. For example, if 100 students entered and 60 graduated within six years, the graduation rate is 60 percent. It is important to note that graduation rates are affected by a number of factors: some students may work part-time and need more than six years to graduate, some may leave school for a year or two to work or travel, some may transfer to another college or university or some may be dismissed for academic deficiencies.

Graduation Rates Report.

1. Academic Success Rate Data. The box at the top of the Graduation Rates Report provides freshman-cohort graduation rates for all students and for student-athletes who received athletics aid at this college or university. Additionally, this box provides Academic Success Rate (ASR) data for the population of student-athletes. [Note: Pursuant to the Student-Right-to-Know Act, anytime a cell containing cohort numbers includes only one or two students, the data in that cell and one other will be suppressed so that no individual can be identified.]

a. All Students. This section provides the freshman-cohort graduation rates for all full-time, degree-seeking students by race or ethnic group. It shows the rate for men who entered as freshmen in 2007-08, and the four-class average, which includes those who entered as freshmen 2004-05, 2005-06, 2006-07 and 2007-08. The same rates are provided for women. The total for 2007-08 is the rate for men and women combined and the

four-class average is for all students who entered in 2004-05, 2005-06, 2006-07 and 2007-08.

b. Student-Athletes. This section provides the freshman-cohort graduation rates and also the ASR for student-athletes in each race and ethnic group who received athletics aid. Information is provided for men and women separately and for all student-athletes.

c. Student-Athletes by Sports Categories. This section provides the identified graduation rates as in 1-b for each of the eight sports categories. (The small letters indicate the value of N.)

2. Undergraduate Enrollment Data.

a. All Students. This section indicates the number of full-time, undergraduate, degree-seeking students enrolled for the 2013 fall term and the number of men and women in each racial or ethnic group.

b. Student-Athletes. This section identifies how many student-athletes were enrolled and received athletics aid for the 2013 fall term and the number of men and women in each racial or ethnic group.

c. Student-Athletes by Sports Categories. This section provides the enrollment data as identified in 3-b for each of the eight sports categories.

Academic Success Rate.

For Division II institutions, the NCAA Division II Academic Success Rate (ASR) adds transfer students, and second-term enrollees who received athletics aid in addition to those freshmen who did not receive athletics aid to the equation. Students from the entering cohort who are considered allowable exclusions (i.e., those who either die or become permanently disabled, those who leave the school to join the armed forces, foreign services or attend a church mission), as well as those who left the institution prior to graduation, had athletics eligibility remaining and would have been academically eligible to compete had they returned to that institution, are removed from the equation.

BYLAWS OF THE ATHLETICS COMMITTEE

Article I: The Athletics Committee

Section 1. Relationship to the Faculty Senate

In accordance with Faculty Senate Bylaws (Article II, Section 3, J, 2), the Athletics Committee is a standing committee of the Faculty Senate.

Section 2. The Charge

In accordance with Faculty Senate Bylaws, (Article II, Section 3, J, 2), the Athletics Committee is to “review and recommend policies and procedures pertinent to University intercollegiate athletics.” This includes:

- a.) Represent the academic standards of the University as embodied in the Valdosta State University mission statement in decisions made by the Athletics Committee.
- b.) Promote and safeguard opportunities for student athletes to excel in academics.
- c.) Provide reporting of the NCAA graduation rates of student athletes and other Athletics Committee activities to the Faculty Senate.

Article II: Membership

Section 1. Selection of Members

Members of the Athletics Committee are appointed by the Committee on Committees. In accordance with Faculty Senate Bylaws, Article II, Section 3, A, whenever possible, membership assignments are to reflect a proper representation of each school of the University, the Odum Library, and the Division of Social Work.

Section 2. Characteristics and Terms of Membership

- a.) The Committee chairperson and chairperson elect must be a Faculty Senator and will serve a term of one year, the terms of which can be renewed (Faculty Senate Bylaws, Article II, Section 3,H).
- b.) All Committee members will serve three-year terms (Faculty Senate Bylaws, Article II, Section 5, A).
- c.) Terms of Committee members and the chair begin on August 1 and end on July 31(Faculty Senate Bylaws, Article II, Section 5, B).
- d.) At least one (1) student and not more than three (3) students recommended by the President of the SGA may sit on the Athletics Committee (Faculty Senate Bylaws, Article II, Section 3, B.) and would have full voting rights.

- e.) One (1) student representative from the Valdosta State Student Athlete Advisory Committee (SAAC) may sit on the Athletics Committee and would have full voting rights.
- f.) No fewer than 2 Faculty Senators will sit on the Athletics Committee (Senate Bylaws, Article II, Section 3, C), one of whom shall chair the Committee (Faculty Senate Bylaws, Article II, Section 3,H).
- g.) The terms of Athletics Committee members are staggered by the Committee on Committees so that approximately one-third (1/3) of the appointed and elected membership is replaced each year (Faculty Senate Bylaws Article II, Section 5, C).
- h.) The Secretary of the Committee, to be elected by the Committee membership at the first meeting of the Committee, will keep written minutes of the Committee meetings, distributing the minutes in a timely manner, including providing the minutes to the Faculty Senate President and Secretary no later than two (2) weeks after a committee meeting (Faculty Senate Bylaws, Article II, Section 6, E).
- i.) Ex Officio members are appointed to the Athletics Committee by the Committee on Committees. The Athletics Committee may nominate ex officio members by sending written nominations to the Committee on Committees. All ex officio members on the Athletics Committee will be voting members (Faculty Senate Bylaws, Article II, Section 3, F).
- j.) In accordance with Faculty Senate Bylaws Article II, Section 5, H, the Committee on Committees will appoint replacement members of the Athletics Committee. Resigning members must submit a written resignation to the chair of the Committee no less than seven (7) days in advance of the effective date of resignation. The Committee chairperson will notify the Chair to the Committee on Committees within a week of the resignation.

Section 3. Subcommittees

- a.) The Athletics Committee may, if it so deems it necessary or useful, create subcommittees, the membership of which may include non-members. (Faculty Senate Bylaws, Article II, Section 3, I).
- b.) Subcommittee members do not need to be faculty or Senators and are chosen solely by the Athletics Committee or the Committee's designee.
- c.) The chair of any subcommittee will be determined by the Athletics Committee.
- d.) The chair of the Athletics Committee will inform the Committee on Committees of the membership of each subcommittee.
- e.) Subcommittee terms are determined by the Athletics Committee.

Article III: Procedures

a.) In accordance with Faculty Senate Bylaws, (Article II, Section 6, A, 1-3), the Committee will discharge the following responsibilities by the date set by the Faculty Senate:

1. Set the schedule for regular meetings and so inform the Committee on Committees. The Committee on Committees will publish the schedule to be included in the Faculty Handbook.
2. Submit to the Executive Committee of the Faculty Senate a report containing an assessment of the Committee's charge and its annual goals.
3. Submit written rules governing the Committee's procedures to the Faculty Senate President and the Secretary.

b.) All proposals, recommendations, reports, and any other material to be presented for consideration to the Athletics Committee must be submitted to the Committee chair (Faculty Senate Bylaws, Article II, Section 6, B).

c.) All Committee meetings will be open (Faculty Senate Bylaws, Article II, Section 6, C).

d.) Guests of the Committee will be allowed to speak only by expressed permission of the Committee (Faculty Senate Bylaws, Article II, Section 6, D).

e.) Substantive minutes and/or records of deliberations of the Committee will be kept. Copies of minutes, reports, proposals, recommendations, and all other documents will be provided to the Faculty Senate President and Secretary no later than two weeks after a Committee meeting. (Faculty Senate Bylaws Article II, Section 6, E).

f.) The Committee will prepare an annual report and submit to the President and Secretary of the Faculty Senate by the date set by said Faculty Senate Bylaws (Faculty Senate Bylaws Article II, Section 6, F).

g.) A quorum to carry on the business of the Committee will be one-half of the voting membership.

h.) Committee members who are unable to attend a Committee meeting may be allowed proxies. Proxies can be given only to other Committee members. The chair of the Committee must be notified of proxies prior to the meeting. No person may hold more than one proxy at any meeting.

i.) Voting will be by a show of hands, unless otherwise ordered by the Committee. A majority of votes will carry an issue. Any Committee member may request a written ballot on any issue.

Article IV: Amendments

The Bylaws of the Athletics Committee may be amended by a majority vote of the Committee. Proposed amendments to the Bylaws must be submitted by Committee members to the Chair in a timely manner for review, discussion, and possible action.

Attachment H

To: Michael Noll
President, Faculty Senate
From: Jake Jewusiak
Chair, Educational Policies Committee
Date: April 29, 2015
Re: Annual Report, 2014-2015

Educational Policies met as follows:

February 16, 2015 – attending: 7 faculty/staff
March 16, 2015 – attending: 8 faculty/staff
April 16, 2015 – attending: 8 faculty/staff

Educational Policies Meeting Summaries:

February 16, 2015 (adapted from Terence Sullivan's minutes):

In this meeting the committee discussed the current SOI model used at VSU. The consensus was that the SOIs are not very effective as currently designed and administered for the following reasons: they are too easy to manipulate, the responses by students don't match with the quality of actual instruction in each class, and "extra credit" incentives skew results.

We discussed the following possibilities for addressing some of the weaknesses of the current SOI model.

1. To implement a midterm evaluation. Why? To increase student participation by making the exercise matter to them.
2. Return to paper. Why? To increase student participation rates.
3. To institute a university wide incentive (i.e. students who complete SOIs receive grades a week earlier than students who do not). Why? To increase student participation rates.
4. To develop some language that clarifies how SOIs are used to evaluate faculty teaching. Why? Many faculty are unclear about how SOIs are used by department heads and administrators.

The committee also discussed the problem of death threats. The chair agreed to contact IT to discover how to address the issue.

Finally, the committee decided to construct a survey to gain information about faculty and administration opinions about the SOI.

March 16, 2015 (adapted from Ken Smith's minutes):

The committee discussed the first draft of the SOI survey and made recommendations about length, organization, and word choice. The chair agreed to meet with Michael Black to further revise the survey. Regarding death threats. IT claimed not to be able to identify students who made death threats. Such a process would be laborious and involve an element of uncertainty. See Appendix A. Regarding early grade release to promote SOI participation. SOI completion might be tied to grade release. See Appendix A.

April 16, 2015 (adapted from Ken Smith's minutes):

The committee discussed the quantitative results of the survey, which revealed an average score of between 3.4-3.9 for each of the SOI questions. Because of the large number of responses to the qualitative questions, the chair assigned committee members to parse the data. The due date for the analysis is May 15th.

Appendix A

Jacob M Jewusiak

From: Brian A Haugabrook
Sent: Tuesday, February 24, 2015 2:30 PM
To: Jacob M Jewusiak
Subject: RE: Questions regarding SOIs

Follow Up Flag: Follow Up
Flag Status: Flagged

Hello Jacob,

The SOI form cannot currently be moved to Blazeview. A link to Banner could be added in Blazeview but students would need to login again to access the soi. Regarding grade release, this will need to be discussed with the Registrar's office. I believe this is possible but may only work in an "all or none" scenario. Access to grades can be limited with the use of temporary holds. This would be similar to lifting the registration flag each term. The Registrar's office will know the best option.

The results of each survey are anonymous in the SOI application database. All of our servers are constantly logging security and other events. It would be an extensive effort to go through log files to determine when a person logged onto Banner and correlate that with database changes or an ip address. We can sometimes track a change to an ip address but not the actual user. If the ip address is off campus then it would involve legal action to obtain the information from private companies. In either case this would not be 100% accurate as there are tens of thousands of changes that occur in Banner each day. I can dig into this issue further if needed but the data I have used in the application cannot be tied back to a student.

Than
ks,
bh

Brian Haugabrook
Chief Information
Officer Valdosta State
University Office:
229-333-5974

From: Jacob M Jewusiak
Sent: Sunday, February 22, 2015 9:23 PM
To: Brian A Haugabrook
Subject: Questions regarding SOIs

Dear Brian,

I am chairing the Educational Policies committee for the faculty senate, and we have been charged with evaluating the current SOI system in use at VSU.

I had some questions that you might be able to answer regarding the digital aspects of the SOIs.

A major concern about SOIs since moving to the digital format has been the low response rate. In addition to any suggestions you might have about improving the response rate, we wanted to know:

1. If it would be possible to move the SOI form to Blazeview? The committee thought that this interface might make the SOIs more available to students.
2. If it would be possible to create a reward/punishment for completing SOIs? For example, if students completed SOIs by the deadline their final grade for the class would be released on time. For students who did not complete the SOI, their grades would be released a week later.

We also had some concerns about threats made to faculty by students. One faculty member recently received a death threat in his/her SOI along the lines of, "I would kill this professor if I was a senior." We realize the importance of anonymity when it comes to SOIs, but we were wondering:

1. Would it be possible for a third party (perhaps a lawyer or some sort of agency) to identify a student who makes a death threat to a faculty member or the university community?

If it would be easier to discuss these questions in person I would be happy to meet with you. Thanks in advance for your help!

Best,

Jacob Jewusiak

Attachment I

EIC Annual Report 2014-2015

The EIC met on the following dates:

- 12 September 2014
- 17 October 2014
- 14 November 2014
- 30 January 2015
- 17 March 2015

The meeting minutes are posted on the EIC webpage and will be available in the archives at the Odum Library when the current chair (Grove) returns to the States in July. During the 2014-2015 academic year the EIC and its subcommittees were involved in the following:

- The Campus Beautification and Stewardship subcommittee:
 - o Continued to be an active voice and work with the Administration regarding tree removal.
 - o Would like to see as a long-term project the removal of invasive plant species on campus and replace these trees with native species. Dr. Richard Carter provided a list of appropriate native trees and shrubs
 - o Continued to educate the campus community about protecting the pine trees from damage caused to trees from hammocks and signs
 - o Used funds to plant a variety of native trees during the spring semester that included short-leaf pines, red maples and red maples
- The Energy Conservation and Facilities subcommittee:
 - o Changed its name to the Resources Conservation Subcommittee to reflect its committee to all natural resources not just energy.
 - o Was involved with the energy audit update and being a voice for energy conservation and responsible usage
- The Recycling Subcommittee
 - o Continued to improve the recycling efforts on campus.
 - o Worked to pick up trash and recycling on grounds prior to the end of the semester
 - o Worked with Physical Plant on the annual recycling contest in the dorms
 - o Worked with Give and Go end of year collection to reduce the amount of useable dorm furniture/items ending in the landfill
- Other updates:
 - o In collaboration with the University auditors the university's Environmental Management Plan was updated to include changes that were voted on in the faculty senate in 2013 regarding a list of native trees for planting and the preventative maintenance of existing trees.
 - o Took part in the fall safety walk to examine campus lighting. The concern was raised that care must be taken to balance safety with minimizing light pollution and to continue to work towards energy conservation with using LEDs, only turning outdoor lights when necessary and not have them on during daylight hours
 - o EIC bylaws were aligned with Faculty Senate bylaws and now includes the newly named Resource Conservation subcommittee that "is responsible for evaluating energy and water usage on campus in both internal and external environments and making recommendations for ways in which conservation can be attained. RC will implement an education program to increase participation in resource conservation on campus.

Respectfully submitted, May 12, 2015
Theresa J. Grove, Chair

Attachment J

Faculty Scholarship and Research Committee Annual Report 2014-2015

Committee Chair: Grazyna Walczak

The Faculty Scholarship and Research Committee met monthly. As of May 27, 2015 the committee had met four times in Fall of 2014 and five times in Spring of 2015.

Scholarship Funding:

FY14 Funds Available - \$280,000
Budget Amendment 1 - 30,000 (End of Spring, 2015)
Budget Amendment 2 - 30,000 (Mid Spring, 2015)
\$340,000 Total funds for FY15

Total number of Awards made for FY14: 291

Awards granted by College and Division are:

College of the Arts - 51
College of Arts and Sciences - 122
College of Business Administration - 26
College of Education - 77
College of Nursing - 9
Odum Library - 6

Research Seed Grant Funding:

One competition for Fall semester and one for Spring semester.

Total number of Awards made for FY15: 7 in Fall, 12 in Spring = **19**

Total amount of awards: \$37,500 + \$60,000 = **\$97,500**

Awards granted by College and Division are:

College of the Arts 1
College of Arts and Sciences 13
College of Business Administration 1
College of Education 1
College of Nursing/H.S. 2
Leadership 1

Attachment K

2014-2015 Annual Report of the Internationalization Globalization Committee (IGC) Valdosta State University Faculty Senate

The IGC met as follows:

September 10, 2014 – attending: 12 faculty/staff, 4 *ex officio*, 1 student rep., 0 visitors

November 12, 2014 – attending: 9 faculty/staff, 1 *ex officio*, 0 student reps., 0 visitors

February 11, 2015 – attending: 6 faculty/staff, 2 *ex officio*, 3 student rep., 0 visitors

April 15, 2015 – attending: 6 faculty/staff, 1 *ex officio*, 0 student reps, 0 visitors

IGC Monthly Meeting Summaries:

September 10, 2014

The main purpose of the inaugural meeting on September 10, 2014 was to introduce the members, share the By-Laws of the committee, establish subcommittees, assess the charges of the IGC, and establish goals for the 2014-2015 academic year. The following subcommittees were established: VSU Study Abroad Subcommittee, the Curriculum and Faculty Internationalization Subcommittee, the International Efforts on Campus Subcommittee, and the Campus Inter-cultural Efforts Subcommittee. Specific charges for each subcommittee are listed in Appendix A. It was agreed that as a new Faculty Senate committee, these sub-committees and their respective goals may have to be adjusted during the academic year and that every effort should be made to communicate and coordinate with existing committees on campus to avoid the possible duplication of efforts. Volunteers for the sub-committees were requested via email. The next proposed meeting of the Internationalization and Globalization Committee will be on Wed., November 12, 2014, which should give the sub-committees time to meet and submit reports regarding who their respective chairs are and what sub-committee goals have been proposed.

It was also passed unanimously that an official request from the Faculty Senate be made that an “International Programs” link be added to the VSU Homepage under “Popular Links”. Such a link, when opened, would allow for additional links to various international programs.

November 12, 2014

It was reported that to date no action has been taken by the administration towards adding an “International Programs” link under the “Popular Links” heading on the VSU Homepage. D Kuhlmeier volunteered to contact the VSU Office of Information Technology regarding the matter. F. Ware, Chair of the *VSU Study Abroad Subcommittee* reported that the Subcommittee had established six goals for the 2014-2015 year (listed in the Appendix). D. Kuhlmeier that the *Curriculum and Faculty Internationalization Subcommittee* had established two goals so far (listed in the Appendix). C. Serran-Pagan reported that the *Campus Inter-Cultural Efforts Subcommittee* had proposed seven goals (listed in the Appendix). There was no report from the *International Efforts on Campus Subcommittee*.

It was suggested that the *International Efforts on Campus* and the *Curriculum and Faculty Internationalization* subcommittees be combined into one subcommittee since their purposes seemed so similar and since it would

strengthen subcommittee membership. The suggestion was voted and passed unanimously. The new subcommittee will be called the *Curriculum, Faculty, and Student Internationalization Subcommittee*.

February 11, 2015

D. Kuhlmeier reported that he is still in the process of finding who actually has the authority to add an “International Programs” link to the VSU mainpage. Brian Haugabrook of Information Technology informed him that the Office of Communications should be contacted. No report given from the VSU Study Abroad Subcommittee. D. Kuhlmeier reported that, as Chair of the Curriculum, Faculty, and Student Internationalization Subcommittee (formerly the Curriculum and Faculty Internationalization Subcommittee), he has discussed with I. Nikolov possible opportunities for VSU faculty to obtain international experience. Apparently there are opportunities, but funding is always an issue. I. Nikolov is currently exploring such an opportunity with the Free Trade Zone in Belize. Nikolov recommended that the IGC spearhead a comprehensive list of VSU faculty & staff with international experience that could be placed on the VSU website to help promote partnerships with universities around the world. Members also mentioned that there should be a comprehensive list of internationally oriented organizations on campus, including information for foreign students. The SGA members who were present were asked if there was anything the SGA could do to assist in this effort.

April 15, 2015

Fred Ware reported that he has had a conversation with the VSU’s Interim President, Dr. Cecil Staton, and that Dr. Staton has agreed to push for increased funding for study abroad programs. It was discussed how the all of the international activity on campus could be promoted better. Among the suggestions were: the creation of a “Calendar of International Events”, the finalization of an “International Experience & Interests” list of faculty and staff, and an IGC Facebook page. Michael Holt suggested that Keith Warburg of VSU’s Creative Services be contacted regarding assistance in establishing an “International Programs” link on the VSU Homepage. M. Holt also emphasized that the Library was able to help coordinate international research for students and faculty. The poor knowledge of geography, both national and international, that the typical VSU student possesses was also discussed. It was suggested that the better coordination with the Georgia Board of Education be established. As a possible learning tool it was suggested that an interactive “Where are VSU Students?” map be created to indicate where VSU students have travelled and where they are working/living. Such a map could be displayed in the Student Union or at The Happening.

Subcommittee Membership Summary

I. VSU Study Abroad Subcommittee

Fred Ware (Chair), Michael Holt, Deb Marciano, Marko Horn, Jessica Lee, Jie Fowler, Grazyna Walczak, Hanae Kanno, Irina McClellan, Victoria Russell.

II. Curriculum, Faculty, and Student Internationalization Subcommittee

David B. Kuhlmeier (Chair), Grazyna Walczak, Kyoung-im Park, Hanae Kanno

III. International Efforts on Campus Subcommittee (merged with the Curriculum and Faculty Internationalization Subcommittee to form the *Curriculum, Faculty, and Student Internationalization Subcommittee*)

Chair (vacant), Michael Holt, Grazyna Walczak, Kyoung-im Park, and Rebecca Green.

IV. Campus Inter-Cultural Efforts Subcommittee

Cris Serran-Pagan (Chair), Kynthia James, Jessica Lee, Grazyna Walczak, Matthew Richard, Irina McClellan, and Hanae Kanno

APPENDIX A

Subcommittee Charges and Goals:

I. VSU Study Abroad Subcommittee

Charge:

To promote VSU Study Abroad Programs; develop more support, both financial and staff, for study abroad; and offer possibilities for international internships and work experiences for VSU students

Goals:

- Facilitate Funding for Study-Abroad Participation by students, e.g., scholarships, special loans, work-study arrangements, advice on earning money for overseas classes, requests for USG Board of Regents funding and institutional funding, capital campaign line items.
- Facilitate Funding for Study-Abroad Participation by faculty, e.g., develop equitable remuneration, create incentives such as funded faculty development opportunities and elimination of such risk factors as those which create uncertainty or devalue the worth of going overseas in lieu of remaining on campus to teach.
- Strengthen the already established institutional culture of faculty (study abroad directors) involvement in Valdosta State University's policy development and financial management of study abroad programs, promote best practices related to the increasing role of study abroad directors in the financial stewardship and student-focused stimulus (stimuli) incentives within their respective study abroad programs.
- Lead an effort for Valdosta State University to join the Generation Study Abroad Initiative (Institute of International Education) for the purpose of expanding our study-abroad participation and effectiveness.
- Sponsor and host the first of "Best Practices" Conferences in Georgia to share study-abroad program successes among USG schools, private colleges and universities, and other higher educational institutions in the Southeastern United States.

- Achieve more visibility of study-abroad opportunities at our institution, e.g., provide an “International Programs” link on the VSU home page among “Popular Links.”

II. *Curriculum, Faculty, and Student Internationalization Subcommittee*

Charge:

To assist in the establishment of more courses with international perspectives, with possible internationally-oriented minors; the facilitation of hiring more faculty and staff who are internationally experienced; the development of collaborative efforts via relationships with other universities around the world; and the promotion of faculty participation in programs outside the US.

Goals:

- Communicate and coordinate with other such committees on campus to strengthen VSU's international course offerings.
- Establishment of academic "alliances" that might allow the IGC to coordinate faculty exchange programs with other universities around the world.

III. *Campus Inter-Cultural Efforts Subcommittee*

Charge:

The promotion of increased cultural diversity on VSU's campus by organizing and coordinating more cultural and international events.

Goals:

- The promotion of more international events on campus such as the creation of an international film series, having panel discussions with international scholars and students
- Encourage the collaboration of Schools and Departments to invite more international scholars and musicians to work with VSU's faculty and students.
- Promotion of healthier and more internationally diverse food that is offered by the catering companies on campus.
- Collaborate with the International Fair of Valdosta to promote and participate in international events.
- Establishment of dialogues between different cultures and interfaith religious traditions by inviting guests to address social justice and global issues (in accordance with the new VSU Mission Statement).
- Invite international business people and professionals who work in the Valdosta community to share their experiences of working in South Georgia.

Attachment L

Library Affairs Committee Annual Report (2014 -2015)

The library affairs committee met twice. Fourteen committee members and Alan Bernstein (University librarian) and Ken Smith (Head of Acquisitions) attended the first meeting. The committee was informed we would not be accepting library requests due to lack of funding. We decided to review the Library affairs by-laws to clarify the committee' responsibilities. Previous Library Affairs committee's sole responsibility was to distribute department library requests. We shifted our goal to focus on identifying library needs (not financial) and make recommendations to improve library services at VSU.

Committee members reported the following recommendations to improve library services:

- The Library needs to carry more magazines on specific disciplines and more electronic journals. We recommended more faculty involvement in deciding journals to order for the library. However, a library official at the meeting cautioned about complicated process required to obtain licensing to allow all students access to e-journals.
- Hard copy choice cards should be replaced with electronic cards for easy distribution.
- New faculty should receive a small amount of money to buy books to donate to the Library.
- Free printing for conference materials should be provided to faculty and students. NOTE: A request to meet this need will be sent to Dean LaPlant.
- Simplify the process of requesting magazines from the UK. This appears to be a specific issue affecting the Math Department.

Next year the Library Affairs Committee will follow through requests and suggestions.

Prepared by: Rudo Tsemunhu (chair)

Committee members:

Colette Drouillard Michelle Ocasio, Mathew Carter, Joren Cain, Glenda Swan, Sandra Trowell, Iwan Rene Elstak, Ryan Schmidt, E-Ling Hsiao, James Holland, Maureen Puffer-Rothenberg, Daesang Kim, Michael Gross, Denise Montgomery, Shaunita Strozier, Lee Grimes, Luis Gonzalez, Alan Bernstein (VSU Library Director), Ken Smith (VSU Library Acquisitions)

Attachment M

Diversity and Equity Committee

Attachment N

Student Affairs and Activities Committee Annual Report

Meeting dates for the academic year: September 23, 2014, October 29, 2014, January 28, 2015, and April 17, 2015

Committee Members: James Archibald (Chair) David Nelson, Todd Royle, Michelle Ocasio, Douglas Tanner, Kelly Davidson Devall, Eugene Asola, Gary Hackbarth, Patricia Miller, Kyoung-Im Park, Scott Pipenburg, Kimberly Tanner, Sean Lennon, Sherolyn Hopkins, Tyler Barker, and Maggie Viverette.

Notations from 9/23/14.

- I. Introductions and Meeting Plan
 - A. Committee Chair Dr. Archibald asked each member to introduce themselves and give information about their university affiliations and their experience with the Committee
 - B. Dr. Archibald then presented a summary of the mission and scope of the Committee to frame discussions for this academic year. The Committee will review and facilitate matters related to students and student life at VSU, such as housing, food, transportation (among many others). He stated that the bylaws for the Committee will be sent to all members.
 - C. Dr. Archibald then gave a general outline of the tasks for this meeting, the summary of which will be reported at the next Faculty Senate meeting.
 - i. Set goals for this academic year
 - ii. Requests for new issues or concerns that students have brought up
- II. Review of previous business
 - A. The only order of unresolved business from the previous academic year was related to the proposal made by the SGA to increase minority representation for student affairs in general. The SGA submitted a proposal to the Committee last spring. Some recommendations were made, but the scheduling of meetings for this Committee and the SGA did not allow for review of the suggested changes as well as a second draft submission.
 - i. Discussion was opened related to identifying or restating the details of the proposal, as well as further suggestions. Concerns were raised regarding overlap between committees and the authorities of this Committee. Clarification about the role of the Office of Diversity was also requested—does this office handle

student issues or is it focused on “human resources” issues? Mr. Tyler Barker, President of the SGA, clarified that the proposal is focused on student affairs and initiating positive changes for recruitment, retention, and graduation.

- ii. Mr. Barker answered questions related to the proposal and stated that the SGA will be looking at the proposed changes and pursuing the issue in the future. After this review, the proposal could be put before the Faculty Senate at large.

III. Recommendations for new issues to pursue

A. Bus services

- i. A committee member initiated a discussion regarding concerns surrounding the bus services, namely overcrowding and timing of routes. Social media outlets have indicated growing discontent among students.
- ii. Dr. Miller mentioned that the Spectator is already working on gathering information from students through surveys and will be reporting on the issue.
- iii. Mr. Barker added that the “Blue” bus route was eliminated due to funding; the Committee discussed the fact that although several thousand dollars has been saved, this can lead to longer bus routes and more crowded rides for students (the latter also being related to safety issues).
- iv. Dr. Archibald opened the floor for suggestions on how to approach this issue. Mr. Tanner suggested that the Committee invite the appropriate supervisor to attend the next meeting to present a situation overview and entertain questions or discussions.
- v. Dr. Archibald agreed to contact the Office of Parking and Transportation.

B. Tobacco-Free Campus Initiative

- i. Dr. Miller inquired as to the new tobacco-free campus policy and how information is being distributed to students. She also solicited Mr. Barker’s input regarding measures being implemented or organized by SGA.
- ii. Mr. Barker stated that there is a plan in place for “Kick Butts Day,”

including handing out materials, nicotine gym, and other activities.

- iii. Dr. Archibald noted that acceptance and planning for implementation of this policy was already underway before reorganization of this particular committee, but we can address further support for students after the initial start date, October 1.

C. Safety and Security during Construction: Emergency Boxes

- i. It was recommended that the Police Department examine how the emergency boxes are being altered during construction. In these zones, the boxes are essentially unusable because they are fenced off or wrapped. This poses a safety issue for students and community members.
- ii. Dr. Archibald said that he would contact the Police Department regarding this issue.

D. New hours at Campus Recreation Center

- i. There has been some negative student feedback regarding the changes in weekend hours at the Recreation Center.
- ii. James has already addressed this with the appropriate faculty and staff members. A survey will be issued to identify concerns and suggestions among the student community.

Notations from 10/29/14.

On October 29, 2014, several members of the SASC met with Dr. George McClellan to discuss the concerns and issues with the Division of Student Affairs. Various opinions, ideas, and feelings were expressed by the committee members and were mentioned in Dr. McClellan's consultation report.

Notations from 1/28/15.

- I. Review of Student Affairs Committee (see Executive Summary document)
 - a. James can send what student affairs task force recommended.
 - b. Suggestions made to ask Provost or President to more clearly define the relationships are between student affairs and Administration
 - c. Pat calls attention to sentence on page 5: What should actually exist? What is the articulated relationship between all of these groups at the university; perhaps it is spelled out but more follow-throughs are needed.
 - d. Doug: There was a strategic plan, no follow through with department

- e. Pat: What are expectations related to the upper-level administration?
Suggestion to create a useable, clear description so that it is clear, perhaps works with COSA to locate or find this
- f. Several suggested that the Report seems designed to fit predestined outcome
- g. What was Dr. McClellan's charge (mission) to write this? Perhaps as an outside consultant; Pat: see page 1
- h. What are the institutional priorities; where is the dissonance between these and Student Affairs? Some of this could be included in full report.
- i. Pat: We don't know what student activities goals? How did they fall short? This is needed to advise Faculty Senate; we need to see parts of report that addresses this.
- j. Sean: When was the last draft made? Sherolyn: revised as of last fall, will send link.
- k. Sean: How many complaints have been made (n size, population from where these are coming from); Sherolyn—consultant was here for a week, met with departments, student groups like Greek organizations, housing, SGA, plus this committee, outside students and faculty → larger; Sean: we need specifics of how report was built and the methodology behind it.
- l. James: Motion calling for the full report and leaving out personnel matters. Motion seconded. James will write resolution and send it to us. A suggestion was also made to have a copy without editing marks.

II. No other formal agenda items from emails

III. Safety issues:

- a. Pedestrians at major intersections on campus
- b. Safety issues on North Campus
- c. James: 2 other committees working on (a) and (b)
- d. The issue with emergency phones has been resolved as per James' previous email

IV. Last meeting: students have issues with reduced hours in campus recreation facility; James has inquired about this. The hours have been increased, but we are not clear on not how much (Sherolyn seconds).

V. James: Revisit student bus issue discussed during last meeting. Pat: a bus has been added but the data collected is not hourly thus any changes are difficult to define. In addition, the student group did not collect data. According to the PBC: the fees were increased to keep evening/night buses running longer. James poses inquiry about the amount of the fees.

VI. Kelly gives update on Financial Aid Appeals Committee numbers

VII. Pat to Doug: Students can't buy books without excess checks; introduces query about the processes of disbursement of funds. Doug: student accounts are credited at the end of the drop/add period, and the excess process begins two weeks after. If funds are disbursed earlier without submission of proof rolls and student isn't attending class, VSU could be liable. The question of possible partial refunds was explored, as well as a process to have excess moved to flex fund for use at the bookstore before semester begins or during

first week of class. Pat suggested that perhaps information can be shared with the Spectator to find out community response.

- VIII. Queries were made regarding the questions surrounding changes in graduation ceremony. James reported that the ceremony for winter session was fine, Eugene seconds.

Notations from 4/17/15.

The committee reviewed and discussed Dr. McClellan's report on Housing and Residence Life. Several concerns and issues were expressed and noted. The information will be shared with VP Traycee Martin to review. Because the Student Activities and Services Committee merged last year, the committee has become too big. Committee on Committees will be asked to review the composition of this committee and reduce the ex-officio members as well as the faculty members of this committee.

Report for Student Financial Aid Committee

The following is the statistics from our Student Financial Aid Committee for the time period requested:

<u>Meeting Dates</u>	<u>Approved</u>	<u>Approved on Academic Plan</u>	<u>Denied</u>
July 17, 2014	0	2	4
August 29, 2014	0	4	12
November 13, 2014	0	1	2
January 22, 2015	0	3	7
April 30, 2015	<u>0</u>	<u>1</u>	<u>2</u>
TOTALS	0	11	27

Student Affairs at Valdosta State University

George S. McClellan, Ph.D.

November 4, 2014

This report is presented at the request of Valdosta State University (VSU) President William J. McKinney. Specifically, President McKinney invited me to assess the strengths, challenges, and opportunities of VSU's Student Affairs division at both the organizational and individual level with particular emphasis on the alignment of the division to VSU's institutional priorities and the division's capacity to contribute to the success of the institution and its students through collaborative, effective, and innovative programs and services. Dr. McKinney also created an internal task force to engage in a similar review, a process which should assure a comprehensive assessment of the situation.

Scope

The assessment included a review of information from the following sources:

- Web sites of the institution, division, and units within the division
- Assessment and planning documents from the division and units within the division
- Resumes for senior leadership of the division
- Budget information for the division and units within the division
- Articles in the student newspaper, local newspaper, and Chronicle of Higher Education
- Interviews (in person and by phone) with VSU students, staff, and faculty members

Findings

The Student Affairs division at VSU is not currently able to demonstrate that its programs and services are aligned with institutional priorities. Neither can it demonstrate that its programs and services are contributing to the success of the institution or its students. Given that this is the case, it is not surprising that Student Affairs at VSU is not sought after as a partner by other divisions on campus and is not currently perceived as being a particularly effective arena in which to invest institutional resources.

Four factors are at the heart of this situation. First, there is no shared vision or set of strategic priorities for the division and so the units are working independently with minimal collaboration between them. Second, very few of the units have specific learning, efficiency, and satisfaction outcomes articulated for their programs and services. Third, and tied hand-in-hand with the lack of coordinated vision and articulated outcomes, there is an absence of any thoughtful and meaningful assessment program. When data are collected, it appears they are rarely shared across units in Student Affairs or with colleagues across the institution. It also does not appear that the data are used in meaningful ways to inform decision-making. Fourth, there is no culture of meaningful communication or collaboration across the division.

The staff recognize this reality and are frustrated by it. Many are well-prepared professionals with a keen interest in doing quality work, but their efforts have been hampered by limited communication across units within Student Affairs, between them and units from other divisions, and with VSU senior leadership (the division staff are uncertain that key messages from senior leadership have been making their way to them and vice versa).

Senior leadership within the division is uncertain regarding their autonomy to make decisions for their units given multiple changes in leadership in recent years as well as the leadership style of the senior student affairs officer in recent years. They are a group that would benefit greatly from mentorship, encouragement, supportive leadership, and accountability.

Middle managers across the division feel that there are very limited opportunities for them to contribute to decision-making as they perceive decisions being made by those above them in the institutional hierarchy and then delegated to them for implementation. They also feel there is limited support for their professional development and few opportunities for them to advance at VSU.

There are a number of very bright and eager newer professionals on the staff who report being discouraged by a sense of stasis, if not outright resistance to change. It became clear over the course of the week that this is not a phenomenon unique to Student Affairs. There is a common perception from staff and faculty across the institution that a culture of "that's how we have always done it" is a significant challenge to VSU achieving its fullest potential.

Clerical staff in some Student Affairs units feel marginalized. Some have the sense that their contributions are not recognized, and some believe their opinions are taken lightly because they are not perceived as having the appropriate academic credentials to be involved in decision-making.

Students with whom I spoke did not feel particularly well served by units in student affairs. They perceive a lack of meaningful inclusion in discussion about issues relevant to student life.

Further, they feel a lack of engagement or support from staff in Student Affairs in as much as they do not see staff, particularly unit and divisional leadership, present at their activities and programs in the evenings and on weekends. Many of the staff in Student Affairs acknowledged that much more could be done in terms of being present for students, and as the week went on I observed that the same could be said of staff and faculty across the institution. The students with whom I spoke were clearly eager for this type of engagement.

It was my observation throughout the week that there are several groups of students who are particularly absent from meaningful inclusion in decision-making and for whom support from Student Affairs (and perhaps from the institution as a whole) is lacking. These groups include: students from historically underserved populations; graduate and professional students; residents of campus housing; and students involved in the VSU Greek system. Programming and support for the first two groups is lacking; the latter two groups appear to receive primarily negative attention (what I think of as finger wagging) with relatively little focus on highlighting their positive contributions to campus life.

A phenomenon that came up repeatedly during the visit was stories of students going to the VSU vice presidents or president when seeking solutions to problems. Some staff seemed quick to find fault with the students and with VSU senior leadership for intervening in ways that were overly directive and which were perceived to create unfair advantage for the complaining students over others. Students perceived this phenomenon as a natural response to non-responsive staff in

Student Affairs (or not understanding who in Student Affairs could help with what). As one Student Affairs staff member observed, “Our students do not feel like they have champions.” VSU senior leadership described being uncomfortable with and lacking trust in how Student Affairs was handling some student concerns. A few things became clear from my perspective based on the stories told about such situations. Some (but by no means all) Student Affairs staff have become defensive and engage in blaming before engaging in honest self-reflection in such situations. Students do not have a clear understanding of who to go to when seeking an advocate for addressing concerns or issues. Finally, it is understandable and laudable that VSU senior leadership would respond to students presenting concerns. However, it would be helpful for that leadership to be careful when following up to be clear about the intent of their call (following up rather than intruding) and to be careful to support constructive solutions and accountability rather than to engage in a “peace at all costs” directive approach.

Interactions with what ought to be key partners on campus are extremely limited. It is particularly noteworthy that there is very little engagement with colleagues in academic affairs (including both academic administration and faculty) or enrollment management. With regard to academic affairs, there are almost no examples of Student Affairs engaging faculty or students under their direction in assessment, program design, or other consulting. It does not appear that Student Affairs has engaged with enrollment management in any recent meaningful discussions regarding how they might support the recruitment of students or of their expectations of enrollment management regarding conveying important information to prospective or admitted students prior to their arrival on campus.

It will also be helpful to review and strengthen the relationship with VSU's student affairs and higher education graduate program. Students enrolled in the program staff a number of positions across the division (arguably, at least in some instances, positions that might be better filled by regularly-appointed professional staff), and the quality of their training experiences is being adversely impacted by current conditions in Student Affairs. The division also benefits as a result of several Student Affairs staff members teaching in the program, and several are graduates of the program. However, the division is not taking full advantage of opportunities to draw on the expertise of the faculty or students in the program for consulting in the areas of assessment or program design.

Student Affairs' utilization of technology is woefully behind the times. Some units are engaging in the use of social media in limited ways, but there is not a robust program of doing so across the division. There is an absence of the creative use of video or even interesting photography in providing dynamic, engaging, and informative web-based information.

Finally, while there is much opportunity for strengthening the work of Student Affairs at VSU, I want to stress that there are areas of strength upon which to build. Most notably among these is that there is a strong and nearly universal recognition on the part of the staff that things can and should be better. They seem eager, indeed hungry, for leadership and the opportunity to engage in the effort to achieve excellence for the students they serve and the institution they support.

Attachment O

Final Report of the Faculty Senate Technology Committee for 2015

1. **The Technology Committee met on Oct. 2, 2014**
10 members and 4 guests were in attendance
4 Guests: Dr. Gravett, Meg Moore, Sterlin Sanders, and Michael Noll
2. **We discussed the committee's goals for the year**
To disseminate information to faculty regarding campus technologies (both hardware and software) and to provide venues for faculty to become involved with eLearning and IT initiatives and innovations.
3. **We had two presentations:**
 - Ryan Schmidt presented on ROI and Best Technological Practices for Implementing Scarce Funding on IT platforms/systems
 - Meg Moore presented on eLearning initiatives
4. **We also formed a subcommittee comprised of Michael Holt, Mark Groszos, and José Vélez to research email communication policy and academic freedom.** They are meeting with Brian Haugabrook from IT on:

When: Tuesday, October 21, 2014 9:30 AM-11:00 AM.
Location: Odum Library, Room 4260
5. **We also resolved to do the following prior to our next meeting in early November:**

Dr. Gravett will research the policy on purchasing office computers and the hardware/technology budget

I will contact Jeremy Scott to try to obtain a master list of software that is available to VSU faculty and students
6. **The Technology Committee met on November 13, 2014**

There were 9 members (Sherrida Crawford, Brett Williams, Victor Chen, Mark Groszos, David Nelson, Phillip Dybicz, Cindy Hasio, Ryan Schmidt, and Victoria Russell) in attendance. There was also one guest, Brian Haugabrook from IT.
7. **Mark Groszos gave the following report on behalf of Michael Holt for the subcommittee on email policy:**

Members Present: Michael Noll, Mark Groszos, Jose Velez-Marulanda, Michael Holt, Brian Haugabrook

What was discussed at the subcommittee meeting:

We went over our current grievances with the email policy, namely that our policies were out of date and contained overly vague language. We also noted the lack of clear policies about when email accounts should be closed. We pointed out our rating with the Foundation for Individual Rights in Education with Brian as well. Brian seemed very understanding of all of our issues and wanted to work with us to draft more permissive email policies, which his department is in the midst of drafting. We decided that our purpose as a subcommittee would be to act as the first reviewer of any new policies that were proposed. Once we have revised the policies to our satisfaction, we will forward them along to the Faculty Senate for approval or comment. Ideally, this process will continue until the policies are at a point where they are widely approved by the Senate.

Michael Holt
Assistant Professor, Reference Librarian, and Assessment Coordinator
Valdosta State University Odum Library
Valdosta, GA
Office: 229.333.7105

General discussion followed this report. It was noted that some policies are vague, some are outdated, and some have been inconsistently enforced. For example, there have been inconsistencies in the closing of email accounts. Brian discussed the possible implementation of roles, with various roles (e.g., retirees) maintaining access to email once they are no longer employed by VSU.

The subcommittee plans to meet with Brian Haugabrook before the end of the semester to begin revising the policies on email communications. Brian would like to work with the subcommittee and the faculty senate to revise the policies on email communications. He noted that there is a lot of flexibility in revising these policies provided that we follow the general guidelines and parameters set forth by the USG.

8. Brian Haugabrook presented on data analytics and student retention.

General discussion followed Brian's presentation and suggestions were made for improving outreach efforts to students. Brian plans to begin working with departments to collect more specific data so that students can make better informed decisions when selecting their classes and majors. Mark also brought up the need to provide students with more information regarding data warehouse and flags. He suggested that orientation might be a good time to explain the purpose of flags to students.

9. Victoria Russell discussed the new policy on the replacement of office computers.

Last year, \$300,000 was cut from the PC refresh pool. Brian plans to request one time funds for this purpose from the PBC. He stated that it is likely that this funding will come through; however, there is a chance that the funding could be denied. At present, departments are responsible for the cost of replacing PCs if the replacement takes place during the fall semester. If IT receives the one time funds for the PC refresh pool for the upcoming fiscal year, then IT will be able to cover the cost of PC replacements beginning this spring. Sherrida suggested drafting a resolution to support the one-time funding, but Brian noted that the PBC would not be bound to adhere to such a resolution.

At present, IT does have the capability to repair printers and they do have some replacement parts for computers that are damaged. IT will continue to keep track of computers that are older than 5 years old and flag them to be replaced if the one-time funding is approved by the PBC.

Victoria also requested a list of software applications that are available to students, faculty, and staff. She contacted Jeremy Scott and he referred her to Wade Bugby. She is waiting for Wade Bugby to supply this information. Once it becomes available, she will disseminate it to the senate.

10. The first meeting of spring semester will be set after the subcommittee on email policies meets with Brian Haugabrook prior to the end of this semester.

11. The Technology Committee met on Feb. 2 at 2:00 PM.

6 technology committee members present

3 guests present: Shari Gravett, Meg Moore, and Brian Haugabrook

12. Victoria began by discussing the wording in VSU's current e-mail communication policies that were highlighted by F.I.R.E as being restrictive of academic freedom.

F.I.R.E. suggested alternative wording that would not restrict academic freedom. Brian Haugabrook said that this issue was already brought forward by Michael Holt at the last subcommittee on e-mail communication meeting and that it would not be difficult at all to make the adjustments recommended by F.I.R.E. when we update and revise our e-mail communication policies.

13. Next, Meg Moore, the Director of the Center for eLearning, spoke about current practices regarding former faculty access to their instructional content on BlazeVIEW.

Before speaking about this topic, Meg reiterated that BlazeVIEW is a tool for course delivery, not a repository for faculty to store their instructional content. She strongly recommended that we urge faculty to save and back-up their work outside of BlazeVIEW. The USG is now in charge of managing BlazeVIEW storage and prior courses will be regularly and systematically deleted per USG policies and practices. VSU no longer has autonomous authority over BlazeVIEW content. For example, all of the courses that were migrated into D2L Brightspace from Blackboard Vista were recently deleted. However, faculty were given the opportunity to copy over and save any courses that they did not want deleted. Given that prior courses will be systematically deleted by the USG, faculty cannot count on BlazeVIEW to store their content and intellectual property indefinitely.

Regarding former faculty access to their course content on BlazeVIEW, once an employee is no longer employed at VSU, their active directory account becomes inactive. An active directory account is required in order to log onto the BlazeVIEW platform. This practice has been fairly seamless for former full-time employees. If a former employee no longer has access to BlazeVIEW and would like to copy their instructional content, permission may be granted from the department head for temporary access to BlazeVIEW.

In some cases, the upper administration may restrict BlazeVIEW access for students, faculty, or staff. In this case, the Center for eLearning must manually deactivate the user's account. In this instance, approval from a Vice President or President is needed to allow temporary access in order to retrieve the user's content. The Center for eLearning does not make decisions about faculty access; rather, they act on directives from the administration.

Meg brought to the committee's attention the problem of part-time faculty. In this case, the process is not very seamless. Part-time faculty typically retain access to BlazeVIEW unless the Center for eLearning is informed by Department Heads, HR, or Academic Affairs. This is a gray area because

sometimes it is not known whether a part-time faculty member (adjunct) will be needed to teach a course until just before a semester begins. The Center for eLearning would like to have more clear communication from departments and from HR when part-time faculty will no longer be employed so that their active directory accounts can be deactivated. At present, there are no clear policies governing BlazeVIEW access for part-time faculty who may not teach regularly or who may no longer be in the area.

After Meg spoke about BlazeVIEW, Brian Haugabrook, the Director of Instructional Technology, spoke about current practices for former faculty access to e-mail. The process of deactivating email accounts of former faculty has been complicated, which has resulted in inconsistent deactivation of accounts. The biggest problem has been trying to determine whose accounts should no longer be active.

In September of 2014, IT attempted to purge former faculty email accounts. This was done based on information in Banner and People Soft. Brian estimated that 600 – 700 accounts were purged; however, this was problematic because some current full-time employees had their accounts deactivated because their social security numbers in Banner and PeopleSoft did not match. This also resulted in problems for surviving dependents and contractors whose accounts were restricted when they should not have been. Since the automatic deactivation of e-mail accounts failed, IT is now manually deactivating accounts. However, they need information from HR and/or Academic Affairs on which individuals are no longer employed at VSU. The part-time employee issue brought up by Meg Moore is also an issue for IT regarding knowing when a part-time employee is no longer employed at VSU.

Brian said that at present, there are no clear policies in place for governing the amount of time that former faculty members have access to their VSU e-mail accounts. He is very willing to work with the technology subcommittee on e-mail communications. He is willing to provide indefinite access or to cut off access after a set amount of time that is agreed upon by the senate and administration. The updated policies should address this issue. Ideally, a long-term strategy would allow specific access for alumni and retirees. Therefore, we are also in need of policies governing these specific populations.

- 14. In summary, there needs to be greater communication between departments, HR, and Academic Affairs regarding part-time employees (and their termination). We are also in need of clear policies on former faculty, retiree, and alumni access to their VSU e-mail accounts.**
- 15. After Brian spoke, it was determined that the subcommittee on e-mail communications should meet with Brian / IT as soon as possible to begin to work on revising and updating the current policy.**
- 16. The faculty senate subcommittee on e-mail communications met with Brian Haugabrook to begin the process of revising and updating university policy on e-mail communications on February 18. Sherrida Crawford will not give the subcommittee's report.**
- 17. The subcommittee on email communications, chaired by Michael Holt, had the following meeting dates:**
 - 4 pm, Wed., Mar. 4, Odum Library 4240
 - 4 pm, Wed., Mar. 18, Odum Library 4240
 - 4 pm, Wed., Apr. 1, Odum Library 4240

4 pm, Wed., Apr. 15, Odum Library 4240

4 pm, Wed., Apr. 29, Odum Library 4240

Agenda Items for subcommittee on email communications:

- Determine next meeting time from the available slots, 11 am on Tuesdays, 4 pm on Wednesdays, and 11 am on Thursdays
- [VSU Policy on Email, Web, and Portal for Official Communications](#) (October 31, 2006) – Revision
- BlazeNet Luminis portal, the WebCT Vista courseware obsolete references need to be removed
- Silence on deactivation of email accounts as accompanying Employee termination needs to be addressed for various categories
- Full time faculty/staff who resign
- Part time, temporary, adjunct faculty/staff who resign
- Retirees faculty/staff
- Silence on establishing a new email account for faculty in advance of contract start date should it be addressed?
- Silence on student email deactivation should it be included?
- [VSU Information Resources Acceptable Use Policy](#) as (December 10, 2011) – Revision?
- Section 6 Electronic Mail and Messaging
- 6.2 Prohibited Use – 3rd bullet point (Any material that may defame, libel, abuse, tarnish, present a bad image of, or portray in false light, the University, the University System, the recipient, the sender, or any other person.) Too broad, necessary? As cited by [Foundation for Individual Rights in Education, FIRE](#)
- AAUP Academic Freedom and Electronic Communications document does it suggest additions or language changes (Attached)

18. The subcommittee on email communications worked with the university attorney and IT to come up with the attached revisions to the email communications policies.

19. Victoria sent the updated policies to the faculty senate technology committee via email and the committee voted to accept the proposed changes (12 YES votes and 4 Abstentions / No replies).

Submitted by Victoria Russell
Chair, Faculty Senate Technology Committee

Emergency Policy

Title: Information Resources Acceptable Use Policy

Sunset: December 10, 2011

Philip L. Gunter, Provost & Vice President for Academic Affairs

Patrick J. Schloss, President

(signatures on file)

Information Resources Acceptable Use Policy

Date: December 10, 2010

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1. Overview

University information and information resources shall be used in an approved, ethical, and lawful manner to avoid loss or damage to University operations, image, or financial interests and to comply with official policies and procedures. Students and personnel shall contact the Director of Information Technology prior to engaging in any activities not explicitly covered by these policies.

2. Scope

The University or University System owns all University information resources; use of such resources constitutes consent for the University to monitor, inspect, audit, collect, and remove any information without permission or further notice. Students and personnel shall be trained in what use is acceptable and what is prohibited. The university regards any violation of this policy as a serious offense. Violators of this policy are subject to university disciplinary action as prescribed in the undergraduate and graduate honor codes, and the student and employee handbooks. Offenders may be prosecuted under the Georgia Computer Systems Protection Act (O.C.G.A. 16-9-20) and other applicable state and federal laws.

3. Designation of Representatives

3.1 University President shall be responsible for the following:

- The President of Valdosta State University shall be responsible for ensuring appropriate and auditable security controls are in place.

3.2 Vice Presidents and Cabinet Members shall be responsible for the following:

- Informing personnel of University policies on acceptable use of information resources.
- Ensuring that application development personnel under their supervision comply with these policies and procedures.
- Ensuring that non-university contract personnel under their supervision comply with these policies and procedures.

3.3 Vice President for Student Affairs shall be responsible for the following:

- Informing current and new students of University policies on acceptable use of information resources.
- Ensuring that students comply with University policies and procedures.

3.4 System Administrators and Data Custodians shall be responsible for the following:

- Monitoring systems for integrity.
- Maintaining and ensuring data backups of critical electronic information.
- Promptly reporting suspicion or occurrence of any unauthorized activity to the Director of Information Technology or her or his designees.

3.5 The University Information Security Taskforce shall be responsible for the following:

- Developing and maintaining the University's information resource security policies.
- Developing and disseminating awareness and training materials.
- Assuring compliance through compliance auditing.
- Reporting compliance auditing findings to the University's Director of Information Technology.

3.6 All students and personnel shall be responsible for the following:

- Abiding by official University policies on acceptable use of information resources.
- Promptly reporting suspicion or occurrence of any unauthorized activities to the Director of Information Technology or one of her or his designees.
- Any use made of their accounts, logon IDs, passwords, PINs, and tokens.

3.7 The Director of Information Technology or one of her or his designees shall be responsible for the following:

- Ensuring the availability, integrity, and confidentiality of the University's information resources
- Addressing violations of University policies on information resources.
- Interpreting University policies on information resources.

4. Hardware and Software

4.1 Acquiring Hardware and Software

To prevent the introduction of malicious code and protect the integrity of University information resources, all hardware and software shall be obtained from official University sources. Users shall not be permitted to install and/or modify information resources in a manner that diminishes security standards set forth by the institution.

4.2 Complying with Copyright and Licensing

All software used on University information resources shall be procured in accordance with official University policies and procedures, and shall be licensed, and registered in the name of the University. All students and personnel shall abide by software copyright laws and shall not obtain, install, replicate, or use software except as permitted by the software licensing agreements.

4.3 Using Personally Owned Software

To protect the integrity of the University information resources, students and personnel shall not use personally owned software on University owned equipment. This includes purchased and licensed applications; shareware; freeware; downloads from bulletin boards, Internet, Intranet, FTP sites, local area networks (LANs) or wide area networks (WANs); and other personally-owned or controlled software unless otherwise authorized by the Director of Information Technology or her or his designees (documented approval shall be secured prior to use and/or installation of personally owned software on University owned equipment).

5. Protecting Intellectual Property

To ensure the integrity of University and personal intellectual property, all students and personnel shall abide by the intellectual property protection policies of the University.

Copyrights are granted in order to give a copyright holder an incentive to be able to profit from their work. A copyright gives a copyright holder the sole right to distribute their creative work, and only the copyright holder has the legal right to control the distribution of a copyrighted file.

- Peer-to-Peer (P2P) applications work by sharing out files to others and at the same time allowing the user to download files from others.
- If a P2P file is copyrighted and the copyright owner prohibits free downloading, P2P sharing of the copyrighted work is a violation of federal copyright law.

- In addition, P2P file sharing software that is installed on your PC may share out more than intended, such as personal documents found on the hard drive or may even allow access into the system giving control of your PC to others.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Penalties for copyright infringement may also include sanctions imposed by the student conduct process.

6. Electronic Mail and Messaging

Access to the University electronic mail (email) system is provided to all students and personnel for dissemination of information and conducting University business. Since email may be monitored, all students and personnel using University resources for the transmission or receipt of email shall have no expectation of privacy.

6.1 Acceptable Use

The University provides email to facilitate the conduct of University business. Use of electronic mail and/or electronic messaging resources shall not be done in a manner that interferes with the University's ability to perform its mission and shall meet the conditions outlined in official University directives, missions, and/or goals. However, while messages remain in the system, they shall be considered to be in the possession and control of the University.

6.2 Prohibited Use

Prohibited activities when using University electronic mail shall include, but not be limited to, sending or arranging to receive the following:

- Information that violates University policies, regulations, local, state, or federal laws.
- Unsolicited commercial announcements or advertising material, unless approved by management in advance.
- ~~Any material that may defame, libel, abuse, tarnish, present a bad image of, or portray in false light, the University, the University System, the recipient, the sender, or any other person.~~

Any material that may defame or libel the University, the University System, the recipient, the sender, or any other person and is in violation of the University System of Georgia Appropriate Use Policy 5.1.3

- ~~Offensive material, chain letters, unauthorized mass mailings, email hoaxes, or malicious code.~~

Email hoaxes, malicious code, or spam (defined as unwanted and unsolicited emails or materials in such large volumes that they tend to disrupt the proper functioning of university information resources and/or individuals' ability to use those resources).

6.3 Encryption

Encrypting electronic mail or messages shall comply with the following:

- Use encryption software and the methods approved by official University resources.
- Place the key or other similar file for all encrypted electronic mail in a directory or file system that can be accessed by authorized administrative personnel prior to encrypting email.
- Supply the key or other device needed to decrypt the electronic mail upon request by authorized University Administration.

7. Internet

Access to the Internet is available to students, faculty, staff, and approved guests, whose duties require it for the conduct of University business. Since Internet activities may be monitored; all students and personnel accessing the Internet shall have no expectation of privacy.

7.1 Acceptable Use

The University provides Internet access to facilitate the conduct of University business. Use of the Internet shall not be done in a manner that interferes with the work of students,

6.2 Prohibited Use

personnel, or the University's ability to perform its mission, and shall meet the conditions outlined in official University directives or goals.

7.2 Prohibited Use

Prohibited activities when using the Internet include, but are not limited to, the following:

- Posting, sexually-explicit material, hate-based material, hacker-related material, or other material that may be deemed detrimental to the integrity and the mission of the University.
- Posting or sending restricted information outside of the University without proper or formal authorization.
- Using other services available on the Internet, such as FTP or Telnet, on systems for which the user does not have an account, or on systems that have no guest or anonymous account for the service being used.
- Posting commercial announcements or advertising material.
- Promoting or maintaining a personal or private business.
- Receiving news feeds and push-data updates, unless the material is required for University business.
- Using non-work or non-academic related applications or software that occupies excess workstation or network processing time.

8. University Supplied Anti-Virus Resources

The University provides a campus-wide license for computer anti-virus to alleviate the proliferation of computer viruses. All laptops, desktops, and workstation computers attached to other University supplied resources shall comply with the following:

- Have University supplied anti-virus software installed, updated, and active at all times of operation.
- Report if anti-virus software is not properly updated.

9. Credit Card Data

All University supplied services and/or materials offered by the University will comply with credit card industry standards. No credit card data will be stored on or transverse the University computer network in an unsecured manner.

10. Personally Identifiable Information

Personally Identifiable Information (PII) is defined by federal and state laws as a combination of two or more of the following: e.g., full name, birthdate, SSN, driver's license number, birth place, personal identification numbers. The combinations of these data are used to uniquely identify individuals. When two or more of these data types exist within the same data structure the data becomes confidential and will not be stored on individual user's desktop computers. Confidential and PII data must be securely stored on centrally managed server resources with designated Data Custodians.

11. Authorized Monitoring

System administrators and other personnel with unrestricted access to email, network usage systems, file or storage servers and similar services shall receive approval from the Director of Information Technology or her or his designees prior to decrypting or reading the data or traffic of students or personnel. If Administrative approval is not immediately available, then system administrators and other personnel that intercept, read, or restrict resources or accounts shall document their actions. All interceptions of data shall be documented and provided to the Director of Information Technology.

12. Generally Prohibited Uses of Information Resources

Generally prohibited activities when using University information resources shall include, but are not limited to, the following:

- Stealing or copying of electronic files without permission.
- Violating copyright laws.
- Browsing the private files or accounts of others, except as provided by appropriate authority.
- Performing unofficial activities that may degrade the performance of systems, such as the playing of electronic games.
- Performing activities intended to circumvent security or access controls of any organization, including the possession or use of hardware or software tools intended to defeat software copy protection, discover passwords, identify security vulnerabilities, decrypt encrypted files, or compromise information security by any other means.
- Writing, copying, executing, or attempting to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of or access to any University computer, network, or information.
- Installing or attaching communication device(s) on computers or networks that allow off-campus devices to attach to the University network or computers without authorization.
- Promoting or maintaining a personal or private business, or using University information resources for personal gain.
- Using someone else's logon ID and password.
- Conducting fraudulent or illegal activities.
- Conducting fundraising, endorsing any product or service inconsistent with the mission of the university, lobbying, or participating in any partisan political activity.
- Disclosing restricted University information.
- ~~Performing any act that may defame, libel, abuse, or tarnish the University or any person.~~
Any material that may defame or libel the University, the University System, the recipient, the sender, or any other person and is in violation of the University System of Georgia Appropriate Use Policy 5.1.3
- Engaging in conduct that is inconsistent with the stated goals and mission of the university.

13. References

USG Academic Affairs Handbook, Personnel Policies, etc.

<http://www.usg.edu/policies/>

Board of Regents Policy Manual

<http://www.usg.edu/policymanual/>

USG Board of Regents Information Security Policy

http://www.usg.edu/policymanual/section7/policy/7.12_information_security_policy/

USG Facilities Guidelines for Instructional Technology

http://www.usg.edu/ref/capital/it_guide.phtml

USG Peachnet Acceptable Use Policy

<http://www.usg.edu/peachnet/policy.phtml>

VSU Campus Homeland Security Policy

http://www.valdosta.edu/vsu/policies/cover_page_3801.shtml

http://www.valdosta.edu/vsu/policies/cover_page_3801.php

VSU Email Policy

http://www.valdosta.edu/vsu/policies/cover_page_2101.shtml

http://www.valdosta.edu/vsu/policies/cover_page_2101.php

VSU Fax Confidentiality and Security Policy:

http://www.valdosta.edu/vsu/policies/cover_page_2142.shtml

http://www.valdosta.edu/vsu/policies/cover_page_2142.php

VSU Information Resources Acceptable Use Policy (this document)

http://www.valdosta.edu/vsu/policies/cover_page_2102.shtml

http://www.valdosta.edu/vsu/policies/cover_page_2102.php

VSU Information Security Policy

http://www.valdosta.edu/vsu/policies/cover_page_2141.shtml

http://www.valdosta.edu/vsu/policies/cover_page_2141.php

VSU Division of Information Technology

<http://www.valdosta.edu/it/>

VSU Electronic Accounts Quick Reference

<http://www.valdosta.edu/helpdesk/accounts.shtml>

<http://www.valdosta.edu/administration/it/helpdesk/vsu-accounts/welcome.php>

VSU Intellectual Property Policy

http://www.valdosta.edu/vsu/policies/cover_page_2405.shtml

http://www.valdosta.edu/vsu/policies/cover_page_2405.php

VSU Policy on Confidentiality and Privacy Policy under HIPAA

http://www.valdosta.edu/vsu/policies/cover_page_3607.shtml

http://www.valdosta.edu/vsu/policies/cover_page_3607.php

VSU Policy Pursuant to the Gramm Leach Bliley Act

http://www.valdosta.edu/vsu/policies/cover_page_2143.shtml

http://www.valdosta.edu/vsu/policies/cover_page_2143.php

VSU Records Retention Policy

http://www.valdosta.edu/vsu/policies/cover_page_2001.shtml

http://www.valdosta.edu/vsu/policies/cover_page_2001.php

VSU Related Policies

<http://www.valdosta.edu/vsuadministration/policies/>

<http://www.valdosta.edu/administration/policies/>

Valdosta State University

Policy on Email, Web, and Portal for Official Communications

Date: October 31, 2006

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1. Purpose of this policy

There is an ever-increasing reliance on electronic forms of communication among faculty, staff and students at Valdosta State University. In particular, email has become an efficient, fast, and cost-effective method of communication that has many advantages over printed communication. Additionally, announcements directed at general constituencies as well as specific individuals are posted on the public web site and inside the various web-based services comprising our portal, including the BlazeNet Luminis portal, the WebCT Vista courseware, and for students and faculty, the Banner Student Information System.

Because of the importance of this type of communication, email and announcements posted in the portal are considered official forms of communication at the university. This policy ensures that students and employees will have access to a university email and portal account, outlines each student's and employee's responsibilities in having such an account, and establishes expectations for communication between faculty and students for educational purposes and between the university and students for university business purposes. To abide with federal, state and local regulations, this policy must be strictly adhered to.

2. Assignment of email and portal accounts

The Information Technology Division will automatically assign each student and employee an official university email and portal account upon acceptance or employment into the university. All email and portal accounts are protected with a password. As indicated in the university's "Information Resources Acceptable Use Policy" and "Information Security Policy," ensuring the security of accounts and email correspondence depends on the appropriate use and protection of usernames and passwords. Users should read and be familiar with these policies. ~~This account will remain active for the duration of attendance or employment, with exceptions for extension and transition and for constituent groups such as retirees.~~ This account will remain active for the duration of attendance or employment, with exceptions for extension and transition and for constituent groups such as retirees and adjunct faculty. The provisioning and termination of email accounts will take place in accordance with Information Technology's procedures for provisioning and deactivating email accounts.

3. Use of university email distributions and announcements via the portal

Messages sent via the campus mailing list server will be governed by the policies of the mailing list server and each mailing list, which for on-campus constituencies will normally restrict postings to those sent from VSU email addresses. ~~Messages may also be posted via the web portal "BlazeNet" (blazenet.valdosta.edu). Contact the Portal Steward (portalsteward@valdosta.edu) in the Division of Information Technology for additional information.~~

4. Compliance

All uses of email and web and portal resources for official communication should be consistent with federal, state and local regulations (i.e. official communication should be consistent with the Family Educational Rights and Privacy Act as well as the Policy Manual of the Board of Regents).

4.1 Communication with students by faculty

Faculty may expect that students will read messages sent to their official email addresses, and faculty should use the official email addresses accordingly. Faculty will determine how email, web, and portal resources will be used in their classes and should specify requirements and expectations of the use of these resources. Uses of non-university email for communication with students regarding confidential matters are not acceptable because security and confidentiality for off-campus accounts cannot be provided by the university. Faculty may unintentionally be in violation of federal, state and local regulations by using such non-institutional accounts.

4.2 Communication with students by university offices

Offices such as Academic Affairs, Student Affairs, Office of Financial Services, Office of Student Financial Services, Office of the Registrar, Office of Financial Aid, or Human Resources will send selected official communications to students and employees via

email messages and portal announcements. Such email might include individually-addressed messages as well as mailing list messages such as registration announcements or payroll advice and notices of financial aid. These communications are for the purposes of conducting official university business. The university has the right to expect that those communications will be read in a timely fashion.

4.3 Responsibilities associated with use of university email

Students and employees are expected to check their assigned email accounts, web site, and portal on a regular and consistent basis in order to receive university communications in a timely manner and users are expected to abide by the VSU Information Resources Acceptable Use Policy. The university recommends checking email, the web site, and the portal several times per week, preferably at least once per day. It is the responsibility of the student, faculty, and/or staff member to report any problems with email or portal resources to the Information Technology Helpdesk.

5. Use of client software and services

Students and employees are encouraged to check email, calendars, Banner, and other services provided via the web portal “BlazeNet” (blazenet.valdosta.edu) by Valdosta State University that are accessible from the institutional home page located at www.valdosta.edu using contemporary, supported web browser. ~~These services may also be accessible via other software such as Microsoft Outlook or Netscape Communicator, support for which will be determined by resources available via the Information Technology Helpdesk.~~

6. Redirecting of email

Requests to substitute non-university email addresses for the purposes of official communication will not be honored. In general, redirecting university email to another non-university email address is not encouraged. The university will not be responsible for the handling of email by outside service providers or servers. Having university email redirected to another account does not absolve a student or employee from the responsibilities associated with timely reading of communications sent to an official email address.

7. Filtering and storage

The university reserves the right to use automated mechanisms to filter and reject mail using information security policies and/or procedures in order to enforce policies, protect privacy and security, improve performance, and provide forensics for authorized investigation. The Information Technology Division will be expected to maintain appropriate backups of data stored on email servers as resources permit and according to records retention policies and governing laws.

8. References

Georgia Computer System Protection Act

<http://www.usg.edu/oiit/policies/proact.phtml>

http://www.usg.edu/infosec/policy_and_compliance_management/policies

USG Policy Manual of the Board of Regents

<http://www.usg.edu/regents/policymanual/>

<http://www.usg.edu/policymanual/>

USG Board of Regents ~~Computer Security Policy Statement~~ Information Technology Handbook

<http://www.usg.edu/oiit/policies/security.phtml>

http://www.usg.edu/information_technology_handbook/

USG Peachnet Acceptable Use Policy

<http://www.usg.edu/peachnet/policy.phtml>

http://www.usg.edu/peachnet/network/acceptable_use_policy

~~VSU BlazeNet Luminis Portal~~

<http://www.valdosta.edu/blazenet>

VSU Information Resources Acceptable Use Policy

<http://www.valdosta.edu/security/aup.shtml>

<http://www.valdosta.edu/administration/policies/cover-page-2102.php>

VSU Information Security Policy

<http://www.valdosta.edu/security/isp.shtml>

<http://www.valdosta.edu/administration/policies/cover-page-2141.php>

VSU Information Technology Division

<http://www.valdosta.edu/it/>

VSU Information Technology Helpdesk

<http://www.valdosta.edu/help>

VSU Intellectual Property Policy

<http://www.valdosta.edu/grants/ippolicy.html>

<http://www.valdosta.edu/administration/policies/cover-page-2405.php>

VSU Policy on Confidentiality and Privacy Policy under HIPAA

<http://www.valdosta.edu/legal/hipaa/pocsa.pdf>

<http://www.valdosta.edu/administration/policies/cover-page-3607.php>

VSU Policy Pursuant to the Gramm Leach Bliley Act

<http://www.valdosta.edu/legal/glb/glbaisr.pdf>

<http://www.valdosta.edu/administration/policies/cover-page-2143.php>

VSU Records Retention Policy

<http://www.valdosta.edu/records/>

<http://www.valdosta.edu/administration/policies/cover-page-2001.php>

~~VSU Web Server Usage Policies~~

<http://www.valdosta.edu/it/web/usage.shtml>

VSU Web Site

<http://www.valdosta.edu>

VSU WebCT Vista

<http://www.valdosta.edu/webct>

Attachment P

Revised May 2015

BYLAWS OF THE FACULTY SENATE

(As adopted January 23, 1992; amended May 28, 1992, April 22, 1993, April 6, 1995, June 22, 1995, Sept. 25, 1995, March 4, 1999, October 21, 1999, November 21, 2002, October 20, 2005, April 17, 2008, Feb. 2012, November 2013, March 2014, May 2015)

ARTICLE I. FACULTY SENATE

SECTION 1. MEMBERSHIP

A. Voting Members

1. Voting members of the Faculty Senate consist of Elected Senators.
2. All members of the Faculty who hold the academic rank of instructor, lecturer, senior lecturer, assistant professor, associate professor, or professor (except those just finishing their second consecutive elected term) are eligible for election to the Senate from the unit in which they hold faculty status.
3. The President of the University, Vice Presidents, the Academic Deans, and the Department Heads (who hold voting status on the Council of Department Heads) are not eligible for election to the Senate.
4. Faculty holding part-time, temporary appointments, or honorary titles are not eligible for election to the Senate.

B. Non-Voting Members

1. The Chairperson of the Council on Staff Affairs serves as a one year term as a non-voting participant.
2. The President of the Student Government Association and one other student appointed by the Student Government Association serve one-year terms as non-voting participants.
3. The VSU Retiree Association will appoint one person to serve a one year term as a non-voting participant.

SECTION 2. TERMS OF SERVICE

- A. The term of an Elected Senator is three years.
- B. Elected Senators cannot serve more than two (2) successive full terms.
- C. Terms of service on the Faculty Senate begin on August 1 and end on July 31.
- D. A person filling an unexpired term is eligible for election to two (2) successive full terms.

- E. Terms of Elected Senators are staggered in a manner determined by the Committee on Committees so that approximately one-third (1/3) of the Elected Senators are replaced each year.

SECTION 3. ELECTION OF SENATORS

- A. On or before November 1, the Committee on Committees will notify the University units of the need to elect persons to fill elected Faculty Senate vacancies of elected Senators. Elections must take place before January 15 except as specified herein, all elections to the Senate are conducted according to the latest revision of Robert's Rules of Order. Proxies will be permitted for the duration of such elections, provided that the faculty member is absent for illness or university-related business and that the faculty member submits the proxy in writing to the Dean or Director before the start of such elections. No faculty member may hold more than one (1) proxy for another faculty member.
- B. The names of the new Elected Senators will be forwarded by the Deans, Directors, or Heads of the units to the Chairperson of the Committee on Committees.
- C. The Committee on Committees will certify the election of each Elected Senator and prepare a Faculty Senate roster for the President of the Faculty Senate and present it no later than the end of May. This roster will be entered in the Faculty Handbook for the coming year. For the election of Senators, one counter will be appointed by the Dean of the College and one counter will be an elected Senator appointed by the Committee on Committees.
- D. To certify an election, the counters for each College and Odum library should send the ballots to the chair of the Committee on Committees by the day following the election. The Committee on Committees will recount the ballots. Unless an error in the count that would change the outcome of the election is found, the Committee on Committees will certify the election no later than one week after it occurs. The Committee on Committees will keep the ballots for 31 days after the election.
- E. Procedural challenges to elections should be made within 30 days of the election to the chair of the Grievance Committee, who will inform the chair of the Committee on Committees. If a challenge is filed with the Grievance Committee, the person elected during the challenged election serves until the matter is resolved by the Grievance Committee. If a new election is necessary, the Grievance Committee chair notifies the chair of the Committee on Committees, who notifies the School. The Committee on Committees will supervise the new election if requested by the Grievance Committee.
- F. If an Elected Senator is unable to complete the term of office, the following procedures are to be observed.
 - 1. The Elected Senator will inform in writing the President of the Faculty Senate no later than fourteen (14) days before the effective date of resignation.
 - 2. Within five (5) working days of receiving the letter of resignation, the President will ask the Chairperson of the Committee on Committees to call for a special election in the resigning Elected Senator's unit.
 - 3. Within five (5) working days, the Chairperson of the Committee on Committees will request that the Dean, Director, or Head of the appropriate unit schedule the election of a person to fill the unexpired term. The faculty will be given ten (10) days advance notice of the election.

- G. Elected Faculty Senate members are expected to attend all Faculty Senate meetings. Two (2) absences by a member of the Faculty Senate from Senate meetings within one (1) academic year shall automatically remove the member from the Senate.
- H. A member of the Faculty Senate who duly designates a proxy for a Senate meeting shall not be counted as absent if the proxy is in attendance at the meeting. Faculty senators must attend a minimum of four meetings per year. Faculty senators on a leave of absence beyond one semester will be removed from their position.
- I. If an Elected Senator is removed from the term of office, the following procedures are to be observed.
 - 1. The Elected Senator will be informed in writing by the President of the Faculty Senate no later than seven (7) days before the effective date of removal and no later than seven (7) days after the final absence.
 - 2. Within five (5) working days of receiving the letter of removal, the President will ask the Chairperson of the Committee on Committees to call for a special election in the removed Elected Senator's unit.
- J. Within five (5) working days, the Chairperson of the Committee on Committees will request that the Dean, Director, or Head of the appropriate unit schedule the election of a person to fill the unexpired term. The faculty will be given ten (10) days advance notice of the election.
- K. Except for the President, a person elected to fill an unexpired term will complete the remaining term of the Senator being replaced and will assume all the senatorial responsibilities of that person.

SECTION 4. OFFICERS OF THE SENATE

- A. President
 - 1. No later than the last meeting of the Senate in the spring semester, the Senate shall elect a President by a majority vote.
 - 2. The President shall serve a one year term beginning in the fall semester. When elected the President will serve the one year term as both President and Senator. In the event of a Senator's election to the presidency, the Senator shall complete the one year term provided for this office without regard to the length of time remaining in the Senator's elected term. If the President's Senate term expires while serving as an officer of the Senate, the Senator's seat will be filled by routine election as in Article I, Section 3.
 - 3. The President of the Faculty Senate shall be the presiding officer of the Senate. In the President's absence, the Vice President/President Elect shall preside. The presiding officer shall conduct meetings according to Robert's Rules of Order and may vote only to break a tie.
 - 4. The President chairs the Executive Committee of the Faculty Senate.
 - 5. The President writes the Senate's annual report, which is submitted to the General Faculty and the President of the University on or about July 1 of each year.
 - 6. If the office of President comes vacant, the Vice President will assume the office of President.

B. Vice President/President-Elect

1. No later than the last meeting of the Senate in the spring semester, the Senate shall elect a Vice-President by a majority vote.
2. The Vice President/President-Elect shall serve a two year term beginning in the fall semester. When elected the Vice President/President-Elect will serve a one year term as Vice President. The second year the Vice President/President-Elect will serve a one year term as President of the Faculty Senate. In the event of a Senator's election to the vice presidency/president-elect, the Senator shall complete the two year term provided for this office without regard to the length of time remaining in the Senator's elected term. If the Vice President's Senate term expires while serving as an officer of the Senate, the Senator's seat will be filled by routine election as in Article I, Section 3.
3. In the absence of the Faculty Senate President, The Vice President/President-Elect shall assume the duties of the presiding officer.
4. The Vice President/President-Elect makes reports of all actions taken by the Senate, which are submitted to the President of the University, and the General Faculty at its bi-annual meetings.
5. The Vice President/President-Elect arranges for meetings of the Senate, schedules the room, and oversees details of the meeting.
6. If the office of Vice President/President-Elect becomes vacant, a special election will be by the Senate to fill the office. An announcement of such election will be made in a regular Senate meeting when the office becomes vacant, and the special election will be held at the next regular meeting.

C. Secretary

1. No later than the last meeting of the Senate in the spring semester, the Senate shall elect a Secretary by a majority vote.
2. The Secretary shall serve a one year term beginning in the fall semester. When elected the Secretary will serve the one year term as both Secretary and Senator. In the event of a Senator's election to Secretary, the Senator shall complete the one year term provided for this office without regard to the length of time remaining in the Senator's elected term. If the Secretary's Senate term expires while serving as an officer of the Senate, the Senator's seat will be filled by routine election as in Article I, Section 3.
3. The Secretary reviews and approves detailed minutes of the Senate recorded by the administrative assistant assigned to that task, who after approval sends copies of minutes to members of the faculty and the President of the University, no later than ten (10) days following each Senate meeting.
4. The Secretary acts as liaison to the administrative assistant assigned to record minutes and update the Faculty Senate web page to ensure that all meeting agendas, minutes, reports, and other correspondence are posted on the Faculty Senate web page in a timely manner.

5. The Secretary will send a written notice of the regular Faculty Senate meetings and distribute to the Senators and General Faculty via email the Faculty Senate meeting agenda and accompanying documentation no less than one (1) week before the scheduled meeting of the Faculty Senate.
6. If the office of Secretary becomes vacant, a special election will be by the Senate to fill the office. An announcement of such election will be made in a regular Senate meeting when the office becomes vacant, and the special election will be held at the next regular meeting.

D. Parliamentarian

1. No later than the last meeting of the Senate in the spring semester, the Senate shall elect a Parliamentarian by a majority vote.
2. The Parliamentarian shall serve a one year term beginning in the fall semester. When elected the Parliamentarian will serve the one year term as both Secretary Parliamentarian and Senator. In the event of a Senator's election to Parliamentarian, the Senator shall complete the one year term provided for this office without regard to the length of time remaining in the Senator's elected term. If the Parliamentarian's Senate term expires while serving as an officer of the Senate, the Senator's seat will be filled by routine election as in Article I, Section 3.
3. The Parliamentarian settles questions regarding the proper application of Robert's Rules of Order.
4. If the office of Parliamentarian becomes vacant, a special election will be by the Senate to fill the office. An announcement of such election will be made in a regular Senate meeting when the office becomes vacant, and the special election will be held at the next regular meeting.

SECTION 5. EXECUTIVE COMMITTEE MEMBERSHIP

- A. The Executive Committee of the Senate is composed of the President, the Vice President/President-Elect, the Secretary, and Parliamentarian of the Faculty Senate.
- B. The immediate past President of the Senate serves in a non-voting capacity.
- C. The Executive Committee is chaired by the President of the Senate who arranges meetings of the Executive Committee. In the absence of the President, the Vice President/-President Elect will preside.

SECTION 6. COMMITTEE ON COMMITTEES

- A. The Chair of the Committee on Committees will, at the second Faculty Senate meeting of the spring semester, submit no more than two (2) names for each of the two (2) committee vacancies, and, after other nominations have been called for from the floor, the vote will be taken in accordance with Article I, Section 9 of these Bylaws. Nominations from the floor for a vacancy within a particular unit can be made only by Elected Senators from the unit.
- B. The persons elected will assume their duties on the following August 1.

SECTION 7. MEETINGS OF THE FACULTY SENATE

- A. The Executive Committee of the Faculty Senate will determine dates and times for Faculty Senate meetings. The dates and times for Faculty Senate meetings for the forthcoming year will be distributed no later than the last spring semester meeting of the Faculty Senate.
- B. Special meetings of the Faculty Senate may be called by the Executive Committee upon the request of the President of the Faculty Senate or upon the written request of at least 25 percent of the Senators.

SECTION 8. CONDUCT OF FACULTY SENATE MEETINGS

- A. The order of business at Faculty Senate meetings will be as follows:
 - 1. Call to Order.
 - 2. Approval of Minutes.
 - 3. Unfinished Business.
 - 4. New Business.
 - 5. General Discussion.
 - 6. Adjournment.
- B. With the exception of special meetings of the Faculty Senate, the following procedures will be used for all reports, recommendations, proposals, and other items submitted to the Faculty Senate for its regularly scheduled meetings.
 - 1. Committee reports, recommendations, and proposals must be submitted in writing to the President at least four (4) weeks before the next scheduled meeting of the Faculty Senate.
 - 2. Upon receipt of these materials, the President will call a meeting of the Executive Committee for the purpose of setting the agenda for the next scheduled meeting of the Faculty Senate.
 - 3. Debate on any one question will be limited to 30 minutes.
 - 4. During General Discussion, any Senator may bring an issue to the floor for Faculty Senate consideration.
 - i. With approval by vote of a majority of the Faculty Senate, a member of the General Faculty, student body, staff, or administration will be allowed to speak before the Faculty Senate for a specific purpose for no more than five (5) minutes.
 - ii. Except for proposals contained in the report from the Academic Committee, the Faculty Senate may amend from the floor any recommendation or proposal.
 - iii. Normally, the report from the Academic Committee will be voted on in its entirety by the Faculty Senate. Any Senator, however, may request that a specific proposal be detached from the report for individual consideration.
 - 5. If a question passes the Faculty Senate, the decision is sent to the President of the University by the President for approval within five (5) days of passage. A minority report may be filed by a Senator who does not vote with the majority. The President of the University will inform the Executive Committee of action taken on the matter within 30 days of receiving the Faculty Senate's recommendation.

6. If a vote is not taken on a question, it will be held over to the next scheduled meeting or remanded to the appropriate committee for consideration.
 7. If a question does not receive a favorable vote from the Faculty Senate, it will be dropped until resubmitted.
- C. A complete and permanent set of minutes for each Faculty Senate meeting will be kept by the President.
1. A copy of the Faculty Senate minutes will be sent to members of the faculty and the President of the University, ~~and the Chancellor~~ no later than ten (10) working days after the Faculty Senate meeting.
 2. The Secretary will ensure the administrative assistant assigned to record minutes downloads a copy of the Senate minutes on the Faculty Senate webpage for review by the general University population within ten (10) working days after the Faculty Senate meeting.
 3. By the end of summer semester, the minutes, together with all other documents, will be downloaded on the Faculty Senate webpage.

SECTION 9. VOTING PROCEDURE

- A. Voting will be by show of hands unless otherwise ordered by the Senate. Voting for the election of the Faculty Senate officers and members for the Committee on Committees, however, will be by paper ballot.
- B. Any Senator may request a paper ballot vote on any issue.
- C. Proxies will be allowed for Senators who are unable to attend Faculty Senate meetings and will be given only to another Senator. Proxies must register with the President prior to the meeting. No person may represent more than one (1) other Senator at a meeting.

ARTICLE II. COMMITTEES

SECTION 1. All committees, with the exception of the Grievance Committee, will meet at least twice a semester during the academic year ~~and at least once during the summer, if necessary.~~

SECTION 2. The Committee on Committees will review all Standing Committees annually to determine whether overlap or duplication exists among the committees and will report to the Faculty Senate at its last meeting of the spring semester.

SECTION 3. MEMBERSHIP OF STANDING COMMITTEES

- A. 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.
- B. No fewer than one (1) student recommended by the President of the SGA will sit on each committee.

- C. No fewer than two (2) Senators selected by the Committee on Committees will sit on each committee.
- D. No fewer than one (1) Council of Staff Affairs (COSA) member recommended by the President of COSA will sit on each committee.
- E. Terms of committee members will be staggered.
- F. Membership of Standing Committees may include persons appointed by the Committee on Committees in *ex officio* capacity, maintaining an appropriate balance to meet the overall goals of Faculty Senate.
- G. As soon as all committee vacancies are filled, the Committee on Committees will prepare a membership list of Statutory and Standing Committees for inclusion in the Faculty Handbook for the coming year.
- H. Committee chairpersons and chairpersons-elect must be Elected Senators and are to be selected by the Committee on Committees for a term of one (1) year, except as provided in VSU Statues or elsewhere in these Bylaws. The terms of the chairpersons may be renewed.
- I. Standing Committees may create sub-committees, which may include non-committee personnel. The Committee on Committees will be informed by each committee chairperson of the membership of sub-committees.
- J. Specific Standing Committees and Their Responsibilities.
 1. 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.
 2. Athletic Committee: to review and recommend policies and procedures pertinent to the University programs of intercollegiate and intramural athletics.
 3. 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.
 4. 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.
 5. 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.
 6. ~~Minority and Special Student Needs~~ 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.
 7. Student Affairs Services and Activities 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.

8. 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.
9. 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.
10. 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.
11. 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.

SECTION 4. SPECIAL COMMITTEES

- A. The Faculty Senate may create Special Committees of the Faculty Senate to deal with matters not within the jurisdiction of an existing Statutory or Standing Committee of the Faculty Senate.
- B. Any member of the Faculty Senate, General Faculty, classified staff, administration, or student body may request in writing to the President the creation of a Special Committee.
- C. The President will place the request for a Special Committee on the agenda of the next Faculty Senate meeting.
- D. Upon Faculty Senate approval of the request, the President will instruct the Committee on Committees to create a Special Committee in accordance with whatever guidelines the Faculty Senate may establish.
- E. Special Committees will operate for no longer than one (1) academic year unless the Faculty Senate renews the mandate of the Special Committee.

SECTION 5. APPOINTMENT AND ELECTION TO COMMITTEES

- A. Unless otherwise specified by the Statutes of the University, terms of appointed and elected Standing Committee members are three (3) years.
- B. Terms of committee members and chairpersons begin on August 1 and end on July 31.
- C. The terms are staggered by the Committee on Committees in a manner so that approximately one-third (1/3) of the appointed and elected membership is replaced each year.
- D. The Committee on Committees will notify the Student Government Association of the number of student vacancies on Standing Committees. The list of student appointments must be submitted to the Committee on Committees no later than April 1.
- E. During spring semester, the Committee on Committees will request members of the faculty and classified staff to indicate the Standing Committees on which they wish to serve. The Committee on Committees will make the necessary appointments to fill vacancies.

- F. On or before November 1, the Committee on Committees will notify the University units of the need to elect representatives to fill Statutory Committee vacancies. Elections must take place before January 15.
- G. No later than midterm spring semester, the Committee on Committees will distribute the names of the tenured faculty. The faculty will vote to fill the vacancies on the Grievance Committee. Those faculty receiving the largest number of votes will be elected. Prior to this election, the Committee on Committees will have appointed and announced the Grievance Committee Chair.
 - 1. Senators will be eligible for election.
 - 2. Serving faculty may be re-elected.
- H. A member of a committee who finds it necessary to resign must provide the committee chairperson written notification no less than seven (7) days in advance of the effective date of resignation. Within seven (7) days of notification, the chairperson will notify the Committee on Committees of the resignation.
 - 1. The Committee on Committees will appoint replacements to fulfill appointed terms of committee membership.
 - 2. Within five (5) working days of notification, the Committee on Committees will notify the appropriate University unit of the need to schedule a special election for a replacement to fulfill an elected term of office. The appropriate University unit will be notified no less than ten (10) days in advance of the scheduled election.

SECTION 6. PROCEDURES FOR STATUTORY COMMITTEES, STANDING COMMITTEES, AND SPECIAL COMMITTEES.

- A. On or before October 1, Statutory Committees, Standing Committees, and Special Committees will discharge the following responsibilities.
 - 1. They will set the schedule of their regular meetings and so inform the Committee on Committees. The schedule of committee meetings is published by the Committee on Committees and inserted in the Faculty Handbook.
 - 2. They will submit to the Executive Committee of the Faculty Senate a report containing an assessment of their charge and the goals they wish to achieve in the coming year.
 - 3. They will submit written rules governing their procedures to the President of the Faculty Senate and the Secretary who will ensure they are placed on the Faculty Senate Webpage.
- B. Except for the Grievance Committee, all proposals, recommendations, reports, and any other material presented for a committee's consideration must be submitted to the committee's chairperson in accordance with the committee's written procedures.
- C. Except in the case of executive sessions of the Grievance Committee and its Hearing Panels, all committee meetings are open.
- D. Each committee will decide whether or not guests of the committee will be heard and under what conditions.

- E. Committees will keep substantive minutes or recordings of their deliberations. Copies of committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be downloaded on the Faculty Senate webpage no later than two (2) weeks after a committee meeting.
- F. Each committee will prepare an annual report and submit it to the President of the Faculty Senate by April 30.

ARTICLE III. AMENDMENTS

SECTION 1. BYLAWS

- A. A Senator must send a copy of the proposed amendment to the President of the Faculty Senate one (1) month before the next regular meeting of the Faculty Senate.
- B. The President of the Faculty Senate will send a copy of the proposed amendment to each Senator no less than one (1) week before the next regular meeting of the Faculty Senate.
- C. At the next regular meeting, the President of the Faculty Senate will read the proposal and call for preliminary debate limited to ten (10) minutes for all proponents and ten (10) minutes for all opponents.
- D. For the proposal to be accepted for further study, it must be supported by a majority of the Faculty Senate.
- E. Upon a proposal's acceptance, the President of the Faculty Senate will form an Amendment Committee composed of three (3) Elected Senators.
- F. At the next regular meeting of the Faculty Senate, the Amendment Committee will make a full report on the proposed amendment.
- G. After the Committee makes its report, the Faculty Senate will debate the question of adopting the amendment.
- H. Ratification by the Faculty Senate requires an absolute majority.

Attachment Q

Motion to have the Office of Institutional Research and/or Institutional Research staff and personnel send out the instructions for completing administrative annual evaluations and distribute administrative annual evaluations instead of the Faculty Senate Executive Committee.

Attachment R

RECOMMENDED CHANGE TO ACADEMIC PROBATION AND SUSPENSION POLICY

RECOMMENDATION: Revise item III.d in VSU's Academic Suspension and Probation Policy, changing the time period for a third academic suspension from five years to three years.

BACKGROUND: VSU's current policy (referenced below) says that, for a third academic suspension, a student should be dismissed from the institution for a minimum of five years. However, with the change to our Academic Renewal policy from five years to three years (also referenced below), VSU should now bring both policies into alignment.

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

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 readmission 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 five 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 prior approval was obtained from the student's Dean at Valdosta State University.
- f. Only fall and/or spring semesters count as "sit out" semesters.

<http://www.valdosta.edu/academics/registrar/documents/academic-renewal-form1.pdf>

Students must be absent from the USG institution for a minimum period of time to be determined by the institution but that is no less than **three (3) years** and no longer than five (5) years.

Attachment S

2015-2016 Faculty Senate Meeting Schedule

	August	September	October	November+	January	February	March+	April	May
Committee reports/requests for Agenda items <i>in Word.doc format</i> (4 weeks before Senate meeting)	30 Jul '15	20 Aug '15	17 Sep '15	22 Oct '15	31 Dec '15	21 Jan '16	18 Feb '16	24 Mar '16	21 Apr '16
Agenda to Executive Committee (1 week prior to Exec Committee meeting = 4 th or 5 th TH)	6 Aug '15	27 Aug '15	24 Sep '15	29 Oct '15	07 Jan '16	28 Jan '16	25 Feb '16	31 Mar '16	28 Apr '16
Executive Committee meeting (1st TH) – with the exception of Aug & Jan (2nd TH)	13 Aug '15	03 Sep '15	01 Oct '15	05 Nov '15	14 Jan '16	04 Feb '16	03 Mar '16	07 Apr '16	05 May '16
Email agenda to Senators & announce via VSUFAC (1 week prior to Senate meeting = 2 nd TH)	20 Aug '15	10 Sep '15	08 Oct '15	12 Nov '15	21 Jan '16	11 Feb '16	10 Mar '16	14 Apr '16	12 May '16
Faculty Senate Meeting (3rd TH) with exception of Aug. & Jan. meeting (4th TH)	27 Aug '15 Opening Session UC Mag	17 Sep '15 UC Mag	15 Oct '15 UC Mag	19 Nov '15 UC Mag	28 Jan '16 UC Mag	18 Feb '16 UC Mag	24 Mar '16* UC Mag	21 Apr '16 UC Mag	19 May '16 UC Mag
Items to President for approval (1 week/5 working days after Senate Meeting=4 th TH)	03 Sep '15	24 Sep '15	22 Oct '15	03 Dec '15+	04 Feb '16	25 Feb '16	31 Mar '16*	28 Apr '16	26 May '16
Minutes to Senators (Email, VSUFAC) & Library (2 weeks/10 working days after Senate meeting)	10 Sep '15	01 Oct '15	29 Oct '15	10 Dec '15+	11 Feb '16	03 Mar '16	07 Apr '16*	05 May '16	02 Jun '16

+ = Items to Pres. for approval should be 26-Nov-'15, but b/c this is Thanksgiving, these will be sent on Dec. 3rd.

+ = Items to Pres. for approval should be 17-Mar-'16, but b/c of Spring Break, these will be sent March 31st.

* = b/c Spring Break will be March 14-18, 2016 this will require a shift in the faculty senate meeting to the 4th TH.

DRAFT: NEED TO SCHEDULE ROOMS FOR MEETINGS

Other Important Dates (Please see *Senate By-laws*)

All minutes & records to library (2014-2015)	30-Jun-'15
Annual Faculty Senate Report (2014-2015)	01-July-'15
Elected Senators assume duties	01-Aug-'15
Terms of committee members begin	01-Aug-'15
Committees send schedule of planned meetings to Committee on Committees	01-Oct-'15
Committees submit report on goals, etc. to Executive Committee	01-Oct-'15
Committees to submit written rules governing their procedures sent to Library	01-Oct-'15
Committee on Committee notifies Deans/Directors on Statutory Committee & Senate elections	01-Nov-'15
Nominating Committee proposed (last Senate meeting of Fall Semester)	19-Nov-'15
Deadline for Colleges/Divisions to Conduct Statutory Committee & Senate elections	15-Jan-'16
Election of Executive Secretary (2 nd Senate meeting of Spring semester)	18-Feb-'16
-Committees submit written annual reports to Exec. Secretary (1 month prior to May Senate meeting)	19-Apr-'16
All minutes and records to library (2015-2016)	30-Jun-'16
Annual Faculty Senate Report (2015-2016)	01-July-'16

Attachment T

BUDGET ACTIVITY REPORT - Detail
Valdosta State University

Budget Manager: Noll,Michael Budget Ref: 2015 From Fiscal Year: ALL To Fiscal Year: ALL
 Department: 1481050 Faculty Senate Support All Fiscal Periods: Yes Acct Period From: 1 ALL Acct Period To: 12 ALL
 Fund Code: 10500 Tuition

Account	Jrnl/Tran	Program/Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining					
	Date	Type	DocumentID	Line	Description	Vendor	Check						
600000	Travel				16100 / 11000		417.00						
641000	Travel - Employee				16100 / 11000		0.00						
641130	Travel-Employees-Meals												
	11/10/14	ExRpt	0000515639	2		Noll,Michael	106066	0.00					
								11.25					
641140	Travel-Employees-Lodging												
	11/10/14	ExRpt	0000515639	3		Noll,Michael	106066	0.00					
	04/16/15	ExRpt	0000530469	2	Hotel Wizard: Emp Lodging	Noll,Michael	130012	0.00					
								93.06					
641510	Travel - Employee Mileage												
	04/16/15	ExRpt	0000530469	4		Noll,Michael	130012	0.00					
								116.38					
	Totals							0.00	0.00	296.62	-296.62		
651000	Travel - Non-Employee				16100 / 11000		0.00						
651510	Travel - Non-Employee Mileage												
	11/10/14	ExRpt	0000515639	1		Noll,Michael	106066	0.00					
								0.00					
	Totals							0.00	0.00	118.91	-118.91		
Travel Total								417.00	0.00	0.00	0.00	415.53	1.47
700000	Operating Supplies & Expenses				16100 / 11000		1,563.00						
Operating Supplies & Expenses Total								1,563.00	0.00	0.00	0.00	0.00	1,563.00
Totals for Dept/Fund/Program/Class:													
	1481050 / 10500				16100 / 11000			1,980.00	0.00	0.00	0.00	415.53	1,564.47
Totals for Dept/Fund:													
	1481050 / 10500							1,980.00	0.00	0.00	0.00	415.53	1,564.47

Valdosta State University Foundation, Inc.
Project Activity Report
Calendar Year-to-Date

<u>Account</u>	<u>Description</u>	<u>Date</u>	<u>Reference</u>	<u>Balance</u>
10140				
10140 - Faculty Senate				
			<i>Beginning Balance</i>	\$1,000.00
			<i>Adjustments to Balance</i>	\$0.00
			<i>Ending Balance</i>	\$1,000.00
			<i>Totals for 10140:</i>	<i>\$0.00</i>