



FACULTY SENATE Est. 1991

Chairperson
Louis Levy

Vice Chairperson
Philip Gunter

Executive Secretary
Tracy Woodard-Meyers

Parliamentarian
Ed Walker

Minutes **October 20, 2011**

The Faculty Senate convened on Thursday, October 20, 2011 in the Magnolia Room at 3:30 p.m.

1. Call to Order by Dr. Louis Levy llevy@valdosta.edu

For the benefit of record keeping, senators and visitors will please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present.

-meeting called to order at 3:40 by Dr. Levy

-Welcomed Julie Bailey as the new secretary minute taker

-Commented on the revised admission standards. VSU has raised the admission standards twice during Dr. Levy's tenure. The proposal is an SAT total of 900 which will be studied.

-There will be a move to restructure the Faculty Senate. Dr. Levy spoke about COSA and Council of Dept. head is elected by their peers. Faculty Senate should study a proposal to elect your own chair and vice chair and parliamentarian and move the governance of the senate to be in sync with the other advisory groups. This is a vision of Dr. Levy's that we are all colleagues and the President doesn't have to be the chair. Dr. Levy is in full compliance with the senate's wishes and this will be a statutory change. Asked the committee to give the idea some thought and would like it to be less of a hierarchy.

-Commented on how the Senate has accomplished a great deal throughout the years.

2. **Approval of the minutes of the September 15, 2011 meeting of the Faculty Senate.**

http://www.valdosta.edu/facsen/meeting/minutes/documents/FacultySenateMinutes_2011-05.pdf

-Approved

3. New business

a. Report from the Academic Committee – Philip Gunter pgunter@valdosta.edu

See **Attachment A** for Minutes from the September 12, 2011 Academic Committee meeting

-Contain one major item: A new degree was approved (SLDP) Speech Language Pathology Doctorate. Approved pending approval of Senate before going to Board of Regents for final approval. Details are listed in the minutes.

-Dr. Gunter requested that from the sub minutes from the subcommittee has a typographical error. Everywhere that “African American Cultural History” should read “African American Intellectual History”

Details listed in attachment.

Approved

b. Report from the Committee on Committees – Ed Walker edwalker@valdosta.edu

-All memberships seem to be taken care of and committee will have elections within the next week for the Faculty Grievance Committee. Electronic voting will begin by the end of the week.

c. Report from the Institutional Planning Committee – Arlene (Haddon) Corbitt

eahaddon@valdosta.edu

-No report

d. Report from the Faculty Affairs Committee – Vesta Whisler vrwhisler@valdosta.edu

See **Attachment B** for Faculty Affairs Committee Report

- One item under old business: subject was originally remanded in 2009, this is to review a revision of faculty evaluation models of pending C by renaming the annual report and action plan section B which is now “Professional Growth and Productivity” to include the word “scholarship”. The committee proposes that the title be changed to “Scholarship, Professional Growth, and productivity”. This aligns with the terminology used in section B of the annual report and action plan and the general standard one at the VSU tenure and promotion policies and procedures document.

-Committee approved change

e. Report from the Faculty Grievance Committee – Theresa Thompson tthompson@valdosta.edu

Maren Clegg- Hyer (proxy) read a statement from Dr. Thompson

-Dr. Thompson will be convening committee for all those involved

-Recommends that the faculty and administrators educate themselves about the conflict resolution option. For some reason, those concerned have been rejecting mediation. This leaves no other options than grievance or law suites. Most disputes would be better served by mediation.

f. Report from the Senate Executive Secretary –Tracy Woodard-Meyers tmeyers@valdosta.edu

1. A request from Richard Carter regarding the possibility of establishing a faculty emergency notification policy. *Remand to Faculty Affairs Committee for review.*

2. See Attachment C from Peggy Moch regarding Senate 2013 calendar error in March 24, 2011 Faculty Senate Minutes Attachment C: MLK holiday is listed as 1/14/2013 but is actually celebrated on 1/21/2013).

http://www.valdosta.edu/facsen/meeting/minutes/documents/FacultySenateminutes_2011-03.pdf. *Remand to Academic Scheduling and Procedures Committee.*

3. Report from the Education Policy Committee –Eric Nielsen enielsen@valdosta.edu
See Attachment D for Education Policy Committee Report
 - Proposal for SAT score to be 900
 - October 4th meeting- Committee approved proposal
 - Discussion- Andy Clark spoke to Senate about VSU’s SAT scores are low compared to other universities in the State that we compete with heavily. Current admission SAT score is 850. Current average incoming freshman class SAT score is 995. VSU is the lower of the top two tiers of institutions.
 - Aubrey Fowler asked what the projected loss would be in upcoming years of freshman. Andy Clark answered around 300 students- VSU will start a summer program to help incoming freshman raise their SAT score as well as next year building a bridge program to offset the projected loss. VSU will do a large scale event in Atlanta to market VSU. VSU is recruiting more aggressively.
 - Dr. Gunter mentioned that the PBC approved funding for the necessary marketing and recruitment needs to help with this change.
 - Retention increase will be around 3%.
 - Dr. Levy added that it’s not just the number of students but the form of funding that VSU receives. When formula funding is restored next year, he hopes there will be a success component in funding for the retention rate. Don’t forget that there are opportunities to students in Valdosta who do not meet VSU’s standards and can attend the South GA college entry program will accept them and if they complete 30 hours successfully there, they can transfer to VSU.
 - Committee approved changing SAT admission scores to 900.
4. See Attachment E from Cathy Gilbert regarding clarification of the Academic Affairs Handbook concerning part-time faculty employment exceeding more than one-half time for the year at a single USG institution. *See Attachment F for Institutional Planning Committee Report.*
 - Remanded to the Institutional planning committee
5. Announcement: the Faculty Executive Committee is currently researching other USG institutions’ faculty senate structures to determine if there is precedence to support the possibility of changing the VSU faculty senate structure to bring it in alignment with the other shared governing structures (COSA, Department Head Council, etc.) on VSU campus.
 - Tracy Myers asked Senate on how it should be restructured. Asked if members don’t feel comfortable bringing it up in the open forum, to please email her. The Executive committee is open to suggestions.
 - Eric Nielson suggested Tracy send an email for members to give suggestions if they do not feel comfortable speaking in front of committee.
 - Deborah Weaver- now is the time to make this possible but would like the new structure to be team centered.
 - Said Fares- asked about a sub-committee to help Tracy.
 - Dr. Levy would like to see this through before his interim position as President is over in a few months. Dr. Levy- VSU believes in open meetings and an interactive University.

Executive committee will send out a few models in an agenda.

6. Announcement: the Council on Staff Affairs is arranging a series of events on 11/18/2011 from 11:00am-2:00pm in the Student Union to celebrate Employee Appreciation day. All faculty and staff are invited to attend. Lunch will be served from 11:30am-1:30pm.
-Yvonne- First year for the Employee Appreciation day. (includes everyone) Will have room for vendors and invited the committee to come and join in the festivities.

7. Old Business- none

8. Discussion
Deb Briihl- Are there specific guidelines if an instructor is attempting to be promoted to Assistant Professor?
Dr. Gunter will send section on the topic in the Board of Regents Manual through email to Deb Briihl. The instructor part is being researched and is still being discussed by the Faculty Affairs subcommittee.

9. Adjournment.
Meeting adjourned at 4:26.

ATTACHMENT A

VALDOSTA STATE UNIVERSITY ACADEMIC COMMITTEE MINUTES September 12, 2011

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Cypress Room on Monday, September 12, 2011. Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Ms. Laura Wright, Dr. Ray Elson (Proxy for Dr. Nathan Moates), Ms. Catherine Schaeffer, Dr. Linda Jurczak, Dr. Frank Flaherty, Dr. Frank Flaherty (Proxy for Dr. Kathe Lowney), Dr. Ray Elson, Dr. Nicole Gibson, Dr. Ann Marie Smith, Dr. Melissa Benton, and Dr. Carol Rossiter.

Members Absent: Dr. Deborah Weaver, Dr. Amy Aronson-Friedman, Dr. Nathan Moates, Dr. Tom Darling, Mr. Michael Elliott, Dr. Kathe Lowney, Dr. Donna Cunningham, Dr. Selen Lauterbach, and Dr. Colette Drouillard.

Visitors Present: Dr. Karla Hull, Mr. Mike Savoie, Dr. Chris Meyers, Dr. Corine Myers-Jennings, Ms. Teresa Williams, Dr. Alfred Fuciarelli, and Mr. Lee Bradley.

The Minutes of the August 22, 2011 meeting were approved by email on August 30, 2011. (pages 1-2).

A. College of the Arts

1. Revised course prerequisite, Art History (ARTH) 3121, "Western Art History Survey", (WESTERN ART HISTORY SURVEY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 3-5).
2. Revised course prerequisite, Art History (ARTH) 3122, "20th Century Art Survey", (20th CENTURY ART SURVEY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 6-8).
3. Revised senior college curriculum for the BA in Art was approved effective Fall Semester 2012 (pages 9-11).

B. College of Arts and Sciences

1. Revised course description, History (HIST) 3030, 3040, 3050, 3060, 3070, 3080, 3090, "Special Topics in History", (SPECIAL TOPICS IN HISTORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 12-14).
2. Revised course description, History (HIST) 5030, 5040, 5050, 5060, 5070, 5080, 5090, "Special Topics in History", (SPECIAL TOPICS IN HISTORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 15-17).
3. New course, History (HIST) 4219, "Genealogy", (GENEALOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 18-21).
4. New course, African American Studies (AFAM) 4233, "African American Cultural History", (AFRICAN AMERICAN CULTURAL HIST – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 22-26).
5. New course, History (HIST) 4233, "African American Cultural History", (AFRICAN AMERICAN CULTURAL HIST – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 27-31).

6. New course, History (HIST) 6233, "African American Cultural History", (AFRICAN AMERICAN CULTURAL HIST – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 32-36).
7. New course, African American Studies (AFAM) 4234, "African American Cultural History", (AFRICAN AMERICAN CULTURAL HIST – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012 with "Also offered as HIST 4234." added to the beginning of the course description. (pages 37-41).
8. New course, History (HIST) 4234, "African American Cultural History, (AFRICAN AMERICAN CULTURAL HIST – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 42-46).
9. New course, History (HIST) 6234, "African American Cultural History", (AFRICAN AMERICAN CULTURAL HIST – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 47-51).
10. Revised course description, History (HIST) 4800, "Directed Study in History", (DIRECTED STUDY IN HISTORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 52-54).
11. New course, History (HIST) 5203, "Renaissance and Reformation", (RENAISSANCE AND REFORMATION – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 55-60).
12. New course, History (HIST) 6219, "Genealogy", (GENEALOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 61-64).
13. Revised course description, History (HIST) 7950, "Directed Study in History", (DIRECTED STUDY IN HISTORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 65-67).

C. College of Education

1. New degree proposal SLP.D. in Communication Sciences and Disorders – Proposal, letters of recommendation, and course schedule was approved effective Fall Semester 2012. (pages 68-112). ***Pending BOR approval*** with the following changes:
 - page 84 ...The Library has excellent online tutorials, videos and assistance for researchers....
 - page 89 ...sections designed to assess the students' advanced....
 - page 90 ...acceptable, the student will be allowed to defend orally the dissertation...
 - ...item H changed to Possession of or eligibility state license
 - page 93 ...Graduate Executive Committee, Academic Committee, and Faculty Senate. The committee...
2. Degree requirements for the SLP.D. were approved effective Fall Semester 2012. (pages 114-120)
3. New course, Communication Science & Disorders (CSD) 9000, "Orientation to Doctoral Studies in CSD", (ORIENTATION TO DOC STUDIES – 1 credit hour, 1 lecture hour, 0 lab hours, and 1 contact hour), was approved effective Summer Semester 2012 with the description changed to read:

Review of curriculum and courses, doctoral policies and regulations; an orientation to online/hybrid learning environments; and an introduction to critical content, university faculty, and resources available in their graduate program. (pages 121-127).
4. New course, Communication Science & Disorders (CSD) 9100, "Professional Seminar in Doctoral Studies I", (PROFESSIONAL SEM DOCTORAL I – 1 credit hour, 1 lecture hour, 0 lab hours, and 1 contact hour), was approved effective Summer Semester 2013 with the description changed to read:

Graded "Satisfactory" or "Unsatisfactory". First professional development seminar based on major/minor topic areas of study. Students will meet with special topics groups to design, deliver, and evaluate professional presentations based

on their implementation of an evidence-based practice and to share topical resources. Topical seminars will include lectures from experts in a variety of CSD fields. (pages 128-133).

5. New course, Communication Science & Disorders (CSD) 9110, "Advanced Clinical Supervision", (ADV CLINICAL SUPERVISION – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read:
Advanced study of both the theoretical and applied aspects of clinical supervision. This course will emphasize the development of skills and knowledge necessary to provide effective and culturally and developmentally appropriate clinical supervision. (pages 134-143).

6. New course, Communication Science & Disorders (CSD) 9200, "Professional Seminar in Doctoral Studies I", (PROFESSIONAL SEM DOCTORAL I – 1 credit hour, 1 lecture hour, 0 lab hours, and 1 contact hour), was approved effective Spring Semester 2013 with the description changed to read:
Graded "Satisfactory" or "Unsatisfactory". Prerequisite: Successful completion of CSD 9100 with a grade of "S".

Second professional development seminar based on major/minor topic areas of study. Students will meet with special topics groups to develop, present, and evaluate professional presentations based on their implementation of an evidence-based practice and to share topical resources. Topical seminars will include lectures from experts in a variety of CSD fields. (pages 144-149).

7. New course, Communication Science & Disorders (CSD) 9220, "Advanced Clinical Intervention", (ADV CLINICAL INTER – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read:
A clinical practicum for demonstration of evidence-based interventions. Students will identify an intervention area and implement multiple evidence-based assessments/interventions with an appropriate client population. Students will share their findings and discuss evidence-based practices. Students must document a minimum of 150 intervention hours focused on increasing their evidence-based intervention effectiveness. Two semesters of this course are required. (pages 150-155).

8. New course, Communication Science & Disorders (CSD) 9400, "Advanced Topics Minor Focus-Literature Review", (ADV TOPICS MINOR LIT REVIEW – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2013 with the description changed to read ...current best practices in each area. (pages 156-163).

9. New course, Communication Science & Disorders (CSD) 9410, "Advanced Topics Minor Focus-Applications", (ADV TOPICS MINOR APPS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2013 with the description changed to read ...minor topic areas. Students will implement and evaluate an evidence-based intervention plan based on the needs of the clients. (pages 164-171).

10. New course, Communication Science & Disorders (CSD) 9500, "Advanced Topics Major Focus-Literature Review", (ADV TOPICS MAJOR LIT REVIEW – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013 with the description changed to read ...current best practices in the area. (pages 172-179).

11. New course, Communication Science & Disorders (CSD) 9510, "Advanced Topics Major Focus-Applications", (ADV TOPICS MAJOR APPS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013 with the description changed to read ...major topic areas. Students will implement and evaluate an evidence-based intervention plan based on the needs of the clients. (pages 180-187).

12. New course, Communication Science & Disorders (CSD) 9520, "Advanced Topics Major Focus-Product", (ADV TOPICS MAJOR PRODUCT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2013 with "in CSD" removed from the course description and lecture hours corrected to "3" from "1". (pages 188-193).

13. New course, Communication Science & Disorders (CSD) 9521, "Single Subject Design in Clinically Based Research", (SINGLE SUBJECT DES CLINICAL RSCH – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read ...published research and will apply these methodologies... . (pages 194-199).
14. New course, Communication Science & Disorders (CSD) 9530, "Social & Cultural Aspects of Underserved Populations", (SOC CULT ASPECTS UNDERSEVED – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read ...cultural, economic, and linguistic... . (pages 200-209).
15. New course, Communication Science & Disorders (CSD) 9531, "Assessment and Management of Underserved Populations", (ASSESS & MNGMT SOCIAL & CULTURAL – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 210-218).
16. New course, Communication Science & Disorders (CSD) 9998, "CSD Dissertation Proposal and Defense", (CSD DISSERTATION PROP & DEF – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read:
Graded "Satisfactory" or "Unsatisfactory". Development and defense of dissertation proposal. Students will focus on identifying a suitable dissertation topic, reviewing relevant literature, and submitting and defending the dissertation proposal. (pages 219-223).
17. New course, Communication Science & Disorders (CSD) 9999, "CSD Dissertation", (CSD DISSERTATION – 1-3 credit hours, 1-3 lecture hours, 0 lab hours, and 1-3 contact hours), was approved effective Fall Semester 2013 with the hours changed from "3" to "1-3" and the description changed to read:
Graded "Satisfactory" or "Unsatisfactory". Prerequisites: Completion of major courses and approval of advisor. Implementation and defense of the completed dissertation. The number of hours taken per term must be approved by the dissertation chair. A minimum of 9 hours must be completed for the degree. (pages 224-228).
18. Revised senior college curriculum for the BSED in Special Education – Deaf and Hard of Hearing was approved effective Fall Semester 2012. (pages 233-236).

Respectfully submitted,

Stanley Jones
Registrar

ATTACHMENT B

Faculty Affairs Committee Report For Faculty Senate Meeting October 20, 2011

Submitted by Vesta R. Whisler, Chair

The Faculty Affairs Committee met on Thursday, September 22, 2011, and reviewed the five items remanded by Faculty Senate:

Old Business

1. Review a revision to the Faculty Evaluation Model's Appendix C by renaming the Annual Report and Action Plan (AFARAP) Section B. PROFESSIONAL GROWTH AND PRODUCTIVITY to include the word "scholarship"
2. Work with the President and Provost to clarify issues related to Instructors, Lecturers, and the proposed policy on Senior Lecturers for insertion in the VSU Faculty Handbook
3. Update and improve current VSU Faculty Handbook (print version)

New Business

1. Review 12-month payout for 10-month faculty
2. Review the possibility of establishing a VSU-wide recognition award for outstanding services by adjunct or visiting faculty

The Committee decided to approach the items in the order remanded; therefore, Item 1 under Old Business was discussed and completed. The Committee proposes that the heading for Section B. in the **Faculty Evaluation Model's Appendix C** be renamed from:

B. PROFESSIONAL GROWTH AND PRODUCTIVITY

to:

B. SCHOLARSHIP, PROFESSIONAL GROWTH, AND PRODUCTIVITY

The addition of the word "scholarship" aligns terminology used in **Section B.** of the **Annual Report and Action Plan (Appendix C of the Faculty Evaluation Model)** with (a) **General Standard I** of the **Valdosta State University Tenure and Promotion Policies and Procedures** document that was approved by the Faculty Senate on April 21, 2011, and (b) **Section 8.3.6 Criteria for Promotion** in the **University System of Georgia Board of Regents Criteria for Tenure and Promotion**.

ATTACHMENT C:

From: Dr. Peggy L. Moch
Sent: Tuesday, September 20, 2011 7:53 PM
To: Tracy W. Meyers
Subject: error on 2013 calendar

Hi Tracy,

I was working on my calendars and found an error in the 2013 calendar on the senate web page. It says the MLK is on 1/14/2013, but it is on 1/21/2013. This should be remanded to the Academic Scheduling & Procedures Committee so they can fix it and the senate can vote on it, OK? ☺

Thanks for ALL you do! ☺

Your pal,
Peg.

Dr. Peggy L. Moch
Associate Professor Mathematics Education
Past Faculty Senate Executive Secretary
Kappa Delta Pi: Chapter Counselor and National Vice President
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ATTACHMENT D

The Valdosta State University Educational Policies Committee

Minutes October 4, 2011

Meeting convened at 8:00 A.M. in the Dean of Arts and Sciences Conference Room/Bailey Building.

Present:

Eric Nielsen, Luis Bejarano, Scott T. Grubbs, Jessica Goldsmith, Ginger Macheski, Michael Sanger, Susan Barron, Bill Muntz, Jeff Gallant, Hasson Tavossi, Lynn Corbin, Darlene Pirkle, Peggy Auman, Lori Howard, Archina Bhasin, Tracy Woodard- Meyers, Stanley Jones, James LaPlant, Invited Speaker: Andy Clark.

1. Call to Order by Eric Nielsen
2. Previous minutes of March 2, 2011 approved by motion
3. Old/Ongoing Business:

Chair Eric Nielsen asked the committee to take a look at the current by-laws and make suggestions for possible changes in the charge.

New Business:

- a. Invited speaker Andy Clark, director of Admissions, led the discussion on the proposed increase of VSU's freshman standards and why is important to require a 900 points as a combined SAT score average. Associated topics to this proposal were recruitment and retention, including minorities; freshmen index GPA; transfers are not included in the retention percentages, and the importance of VSU as a second choice institution.

Motion to accept Admissions' proposal to raise SAT combined score to 900 was approved by the committee.

- b. On attachment E, from the packet, discussion was opened on Chere Peguese's message, from Student Success Center, about early alert programs to help retention. The current example of how Athletics does it and supervise attendance, for instance, was brought up. Suggested Chere contact us about her findings to date, what her present needs are from this committee (ex: representation from the committee or possible proposal for subcommittee).
- c. Discussion moved to the topic of in-progress grades and its importance for VSU's retention policies. Considerations included midterm withdraws, and how some 80% may leave with a 2.5 or below GPA while 11% have left with 3.0 or above. Some discussed reasons for VSU freshmen to leave

were due to the “fit problem” in their first semester, including increasing cases of date rape and insecurity.

Adjournment

- The meeting adjourned at 8:50 A.M.

ATTACHMENT E:

From: Cathy T. Gilbert
Sent: Friday, August 12, 2011 12:00 PM
To: Dr. Peggy L. Moch
Subject: Desperately Need Policy Clarification

Dr. Moch,

As you well know, it is crunch time with classes beginning next Monday. In my research of the USG web site, I noticed that you were on the USG Faculty Council and could perhaps give a simple clarification of the **second sentence** of #6 of Section 4.2 of the Academic Affairs Handbook, please:

*6. A part-time faculty member's employment cannot exceed more than one-half time for the year at a single USG institution. **A part-time faculty member teaching at more than one USG institution must limit his/her employment to less than half-time employment across all USG institutions.** Upon appointment at a USG institution, part-time faculty will be asked to verify in writing that they are in compliance with this policy.*

The problem stems from the wording **less than half-time employment across all USG institutions.**

Some have interpreted the statement as meaning that a part time faculty member who teaches at more than one USG institution is in noncompliance because the additional hours from the other institution causes the employee to exceed one-half time of the yearly full time faculty for **either one** of the institutions; i.e. the part timer's courses (hours) are totaled across USG institutions, but the full time faculties' are not.

The second interpretive rendering is that part time employment can not exceed one-half time for the year for any USG institution; in other words, this is a ruling that holds true **across the board for all USG member institutions.** So if a part time faculty member is employed at more than one institution, as long as employment is not exceeding one-half time of the year at **each** institution, compliance is met.

Thank you in advance for your attention to this issue and your response.

Cathy Gilbert
Cathy T. Gilbert
English

ATTACHMENT E (continued)

From: Dr. Peggy Moch
Sent: Friday, August 12, 2011 12:00 PM
To: Cathy Gilbert
Subject: Desperately Need Policy Clarification

Hi Cathy,
Here is my interpretation for what it is worth:

For example if fulltime was considered teaching 12 hours, then if I taught 6 hours at one institution I would be part time. If I taught 3 hours at one institution and 3 at another institution I would still be part time.

If, on the other hand, I teach 6 hours at one institution and 6 hours at another institution I am teaching a total of 12 hours and I am receiving a full time salary.

I think the spirit of what is being said is that part time for the USG system is part time regardless of how many schools you actually teach at for the system. So for my example the maximum number of hours for ALL USG facilities, "across all USG facilities," must remain part time – no more than 6 hours total.

I think you are mistaken about the full time faculty hours not being limited as well. I know that I have been denied hours because I was already at the maximum. After that you can work – but it is at the adjunct rate and most faculty will not do it.

I think at the discretion of the President or Provost exceptions can be made given sufficient circumstances. Most questions of this sort are up to the interpretation and discretion of the University. Have you checked with the Provost's office or the University Attorney to see how they interpret the statute?

Tracy Myers is the new USG Faculty Council representative for this year. I have copied this to her in case you would like her to pursue it as an agenda item for the next USGFC meeting.

Hope you had a nice summer! ☺

Best regards,
Peggy

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Past Faculty Senate Executive Secretary
Kappa Delta Pi: Chapter Counselor and National Vice President
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ATTACHMENT E (continued)

From: Cathy Gilbert
Sent: Friday, August 12, 2011 1:08 PM
To: Tracy Woodard-Meyers
Subject: Desperately Need Policy Clarification

Dr. Meyers,
Just to clarify a statement that was misinterpreted by Dr. Moch:

"part timer's courses (hours) are totaled but the full time faculties' are not"
meaning *but not matched against the total of both institutions' full time faculties*

PT	FT
teach 2 courses for College A (6 hours)	College A full time faculty average 5 courses or 15 hours
teach 2 courses for College B (6 hours)	College B full time faculty average 5 courses or 15 hours
total 4 courses or 12 hours	the above are not totaled

Cathy T. Gilbert
English

From: Tracy W. Meyers
To: Cathy T. Gilbert
Sent: 8/24/2011 2:44:41 PM
Subject: FW: my forwarded email from Dr. Moch

Hi Cathy:
Just trying to determine if you want this item to be placed on the faculty senate agenda to be remanded to a committee for action. Please let me know as soon as possible so I can include it if that is your wish. Thanks

Tracy

From: Cathy T. Gilbert
To: Tracy W. Meyers
Sent: 8/25/2011 8:51 AM

Yes. Many part time faculty believe that teaching credit hours should be done <49% per institution's full time faculty per year, not added across USG if full time faculties' credit hours are not added the same.

ATTACHMENT F

From: Linda Noble [Linda.Noble@usg.edu]

Sent: Thursday, October 06, 2011 2:13 PM

To: Said C. Fares

Subject: RE: half-time employment

Dear Said:

The University System of Georgia is seen as a single employer (as opposed to each individual institution). As such, the "half-time" limit for a year must include all USG institutions where the PT faculty member is teaching. It is not simply half-time at each individual institution. Hope that helps.
Linda

Members and Visitors Present

*Indicates proxy

Executive Committee:

L. Levy, Interim President
P. Gunter, Provost/VP for Academic Affairs
T. Woodard-Meyers, Executive Secretary
E. Walker, Parliamentarian

Ex Officio:

N. Argyle*
A. Bernstein
J. Crawford
A. Fuciarelli
J. Gaston
M. Giddings

K. Hull*
A. Hufft*
S. Mitchell
R. Mast
W. Plumly (absent)
C. Richards

College of Arts:

B. Day
B. Finson*
P. McNeill*
E. Nielsen
K. Paoletti
L. Orenduff*
C. Schaeffer

College of Arts & Sciences:

J. Allard
A. Aronson-Friedman*
D. BaracsKay
S. Barron
L. Bejarano
L. De La Garza
N. Elliott(absent)
M. Espinosa-Dulanto*
S. Fares
V. Foyou*
R. Gladwin

D. Hall
M. Hyer
J. Kassel(absent)
A. Kumar
A. Lazari (absent)
O. Nikolova*
E. Parra
G. Rogers*
T. Thompson*
S. Wilfred
T. Woodard-Meyers

College of Business Administration:

D. Cunningham*
A. Cseh*
A. Fowler
N. Moates
E. Walker

College of Education:

K. Adams*
D. Briihl
C. Conner
T. Darling (absent)
G. Doepker
M. Gorham-Rowan
R. Green
R. Hannibal
S. Kohn*
L. Leader
D. Long*
B. Radcliffe
A. Rieger*
S. Sanderson*
C. Talor
V. Whisler

College of Nursing:

A. Corbitt(absent)
D. Weaver

Division of Social Work:

D. Holliman

Odum Library:

E. Rogers
L. Wright

COSA Representative (non-voting):

Y. Landers

Student Senators (non-voting):

G. Davis (absent)

Proxies:

Deb Briihl for Steven Kohn
James Peterson for Nolan Argyle
Eric Nielson for Lai Orenduff
Ericka Parra for Katharine Adams
Daniel Baracksay for Vivian Foyou
Emily Rogers for Gardner Rogers
Barbara Radcliffe for David E. Long
Ruth Renee Hannibal for Bradley Finson
Maren Clegg-Hyer for Teresa Thompson
Aubrey Fowler for Attila Cseh

Proxies con't:

Debbie Weaver for Anita Hufft
Susan Barron for Paula McNeill
Nathan Moates for Donna Cunningham
Randy Gladwin for Amy Aronson-Friedman
Donna Holliman for Miryam Espinosa- Dulanto
Tracy Myers for Ofelia Nikolova
Connie Richards for Karla Hull
Gina Doepker for Alicja Reiger

Visitors:

Michael Black, Strategic Research & Analysis
Andy Clark, Enrollment Management
Sheri Gravett, Academic Affairs
Stanley Jones, Registrar

