



FACULTY SENATE Est. 1991

Chairperson
Ronald M. Zaccari

Vice Chairperson
Louis Levy

Executive Secretary
Christine James

Parliamentarian
Jim Muncy

Agenda September 21, 2006

The Faculty Senate will meet Thursday, September 21, 2006 in the **MAGNOLIA ROOM** at 3:30 p.m.

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

Special Request: At the request of the University President and Executive Secretary of the Senate, any actions from the Senate sent to the Executive Secretary for approval after the Senate votes should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted as email Word .doc attachments.

1. Call to Order by Dr. Ron Zaccari
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
2. **Approval of the minutes of the May 18, 2006 meeting of the Faculty Senate.** These may be found at: <http://www.valdosta.edu/vsu/facsen/Minutes/060518min.pdf>
3. New business
 - a. Report from the Academic Committee – Louis Levy
 - b. Report from the Committee on Committees – Jay Rickman
 - (1) Senate Rosters and Committee Assignments (see Appendix “A”)
 - c. Report from the Institutional Planning Committee – James LaPlant
 - d. Report from the Faculty Affairs Committee – Marty Williams
 - e. Report from the Faculty Grievance Committee – Stephen Lahr

f. Report from the Senate Executive Secretary – Christine James

- (1) **Core Commonality Spreadsheet** (see Appendix “B”, a separate Excel Spreadsheet) was remanded to the Educational Policies Committee; the item has been approved by a committee vote last week and is now presented by Peggy Moch, Chair of the Educational Policies Committee, for a full Faculty Senate vote at this meeting.
- (3) New signs for Faculty/Staff/Employee only spaces in the Nevins Hall parking lot on weekends and evenings
- (4) **“Portal” Email Policy** (see Appendix “C”) review and vote, submitted by Joe Newton to the campus constituent groups. We will have a full Faculty Senate vote on this policy at this meeting.)
- (5) George Gaumond has requested time at the October 19 Faculty Senate meeting for Betty Paulk to discuss the LibQual study (see Appendix “D”)
- (6) Dennis Bogyo made a request regarding a Sick Leave Hours Bank. A state level policy is in the works and Denise Bogart of Human Resources is the contact person. (see Appendix “E”)
- (7) Andreas Lazari and Mylan Redfern referred an email message from another state system school’s Faculty Senate regarding ORP institutional contribution changes; other universities’ Faculty Senates have sent letters to the State System office asking for clarification and an explanation letter has been mailed out in response, including the letter which you all probably received last week from our Human Resources director Denise Bogart. (Information attached in Appendix “F”)
- (8) Michael Noll requests an update on the issue he raised last year, about allowing faculty to request a Faculty Development Grant amount higher than \$500 when attending conferences in high cost areas or a great distance from Georgia, but within the United States (ie., high cost travel that is not international and therefore not eligible for the \$1000 amount from Faculty Development or the Internationalization Funds from CIP.) I recommended to Michael Noll that he write up his request as a Word .doc fully explaining his reasoning, because brief and verbal comments at Faculty Senate meetings are not the most effective way to present an issue to the Executive Committee. Requests that are not in Word .doc format will not be considered in the future. The issue has been discussed by the Executive Committee and Louis Levy has entered Strategic Planning Database Initiatives requesting additional development and travel funding for faculty, and Christine James has drafted a statement of support for Louis Levy. Christy Coons Yates has made note of this statement of support and it will be used to bolster Louis Levy’s initiative at the state level and in conversations with the Budget Advisory Council on our campus. This statement of support is “Appendix G.”
- (9) A variety of faculty members have asked that we consider anti-plagiarism measures on campus. One such measure, a subscription to the TurnItIn.com service that checks papers for plagiarism, has been suggested as a budget initiative for Louis

Levy at the Vice Presidential level, and has been voted on and endorsed by the Educational Policies Committee chaired by Peggy Moch. Christy Coons Yates has made note of this statement of support and it will be used to bolster Louis Levy's initiative at the state level and in conversations with the Budget Advisory Council on our campus. This statement of support is "Appendix H."

- (10) **The Faculty Senate Orientation Powerpoint** includes a variety of information relevant to your required attendance at Faculty Senate meetings, and the duties of your committees. You can view it using Internet Explorer (the blue "e" on your computer's desktop) at <http://teach.valdosta.edu/chjames/FacultySenateOrientationCJ.htm> In addition, a special orientation session is being planned. This special orientation meeting will be **required for new Faculty Senators**, and will probably take place in October.

4. Old Business

a. Voting on changes to the Statutes, which were originally voted on and approved at the Faculty Senate meeting of October 20, 2005. These changes give explicit instructions for what procedures should be followed in the event that the President does not sign an item that the Faculty Senate has voted on and approved. The minutes of the Faculty Senate meeting including the specific language of the change are available at <http://www.valdosta.edu/vsu/facsen/Minutes/051020min.pdf> This vote to approve changes to the statutes must be a General Faculty vote. A meeting of the General Faculty will be called in October 2006. A quorum at this meeting would include approximately 250+ faculty members. If no quorum is made at this meeting, another second meeting will be called, and the quorum at this meeting will be defined as a quorum of the faculty members present.

5. Discussion

6. Adjournment

APPENDIX A:

**FACULTY SENATE
VALDOSTA STATE UNIVERSITY
2006-2007**

Chairperson

Ronald M. Zaccari
VSU President

Vice Chairperson

Louis Levy
Vice President for Academic Affairs

Executive Secretary

Christine James

Parliamentarian: Jim Muncy (COBA)

Handbook Editor: David Boyd

Ex Officio Senators

Vice President for Finance and Administration	James L. Black
Vice President for Student Affairs	Kurt J. Keppler
Vice President for University Advancement	Scott Sikes
Dean of the College of the Arts	John Gaston
Dean of the College of Arts and Sciences	Linda Calendrillo
Dean of the College of Business Administration	Ralph C. Allen
Dean of the College of Education	Phil Gunter
Dean of the College of Nursing	Anita Hufft
Dean of the Graduate School	Brian Adler
Dean of Faculty, King's Bay Center	Nolan Argyle
The University Librarian	George R. Gaumont
Director of the Division of Social Work	Marty Giddings

* finish unexpired term ** elected to second term

PC = Past Chair, C = Chair, CE = Chair Elect

Faculty Senators College of the Arts – 8

Richard Haptonstall	(Athletics)	2005-2008*
Stephen Lahr	(Grievance – C)	2005-2008
Eric Nielsen	(Academic)	2005-2008**
Karin Murray	(Faculty Development – CE)	2006-2009
Pat McGuire	(Student Activities – CE)	2006-2009
Lyle Indergaard	(Committee on Committees)	2004-2007**
Michael Schmidt	(Educational Policies - PC)	2004-2007
Julie Bowland	(Minority & Diversity Issues – PC)	2004-2007

Faculty Senators - College of Arts and Sciences -- 22

James LaPlant	(Institutional Planning - C)	2005-2008**
Chere Peguesse	(Student Services - C)	2005-2008
Richard Carter	(Environmental Issues - C)	2005-2008
Richard Amesbury	(Faculty Development & Research - C)	2005-2008
Jay Rickman	(Committee on Committees - C)	2005-2008
Peggy Moch	(Educational Policies - C)	2005-2008
John Samaras	(Technology - C)	2005-2008**
Theresa Thompson	(Educational Policies)	2006-2009
Babacar Mboup	(Minority & Diversity Issues – CE)	2006-2009
Christine James	(Executive Secretary)	2006-2009**
Andreas Lazari		2006-2009**
David Hill	(Educational Policies)	2006-2009
Michael Noll	(Institutional Planning – CE)	2006-2009**
Ashok Kumar	(Academic Scheduling – CE)	2006-2009
Jane Whitehead	(Faculty Affairs – CE)	2006-2009**

Marty Williams	(Faculty Affairs – C)	2006-2009**
Amy Aronson-Friedman	(Faculty Development & Research - PC)	2004-2007
Beverly Blake	(Academic Committee)	2004-2007*
Brad Bergstrom	(Environmental Issues - PC)	2004-2007
Michael Davey	(Academic Honors & Scholarships - PC)	2004-2007
Cheri Tillman	(Student Services – PC)	2004-2007
Jin Wang	(Academic Scheduling & Procedures)	2004-2007

Faculty Senators - College of Business Administration -- 5

Jim Muncy	(Athletics - C)	2005-2008
Cindy Tori	(Committee on Committees)	2006-2009
Bob Williams	(Technology – CE)	2006-2009
Fred Ware	(Institutional Planning Committee)	2004-2007
Bruce Caster	(Academic Committee)	2004-2007

Faculty Senators - College of Education -- 16

Nanci Scheetz	(Academic Honors & Scholarships - CE)	2005-2008
Heather Brasell	(Student Activities)	2005-2008*
Carol Barnett	(Academic Scheduling & Procedures - C)	2005-2008
Yahya Mat Som	(Academic)	2005-2008
Clemente Hudson	(Minority & Diversity Issues - C)	2005-2008
Lars Leader	(Library Affairs – CE)	2006-2009
Lynn Minor	(Educational Policies – CE)	2006-2009**
Sonya Sanderson	(Athletics – CE)	2006-2009
Blaine Browne	(Student Services – CE)	2006-2009
Shirley Andrews	(Committee on Committees)	2004-2007**
Ray Fulton	(Library)	2004-2007*
John Hummel	(Faculty Affairs - PC)	2004-2007
Don Leech	(Technology – PC)	2004-2007
Kenny Ott	(Student Activities – C)	2004-2007
Deb Briihl	(Athletics - PC)	2004-2007**
Richard Schmertzing	(Institutional Planning - PC)	2004-2007

Faculty Senators - College of Nursing – 2

Jean Temple	(CoCo)	2006-2009
Selen Lauterbach	(Academic Committee)	2006-2009

Faculty Senator - Division of Social Work -- 1

Cindy Tandy	(Committee on Committees)	2006-2009
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Faculty Senators - Odum Library -- 2

Apryl Price	(Library Affairs - C)	2005-2008
Alan Bernstein	(Academic Committee)	2006-2009

University Council Minority Representative: Jin Wang
Council On Staff Affairs: Nolan Argyle

Student Senators (non-voting)

President of the SGA: Jeremy Baker
 Student appointed by SGA President:

(Statutes adopted March 15, 1999 General Faculty meeting)

**FACULTY SENATE
VALDOSTA STATE UNIVERSITY
STATUTORY COMMITTEES OF THE SENATE
2006-2007**

Academic Committee

ex officio

Louis Levy, Vice President for Academic Affairs, Chair

Chuck Hudson, Registrar, Secretary

Faculty Senators

College of the Arts	Eric Nielsen	(2005-2008)
College of Arts and Science	Beverly Blake	(2004-2007)*
College of Business Administration	Bruce Caster	(2004-2007)
College of Education	Yahya Mat Som	(2005-2008)
College of Nursing	Selen Lauterbach	(2006-2009)
Division of Social Work/Library	Alan Bernstein	(2006-2009)

General Faculty

College of the Arts	Catherine Schaeffer	(2004-2007)
	Carl Cates	(2003-2006)
College of Arts and Sciences	Frank Flaherty	(2004-2007)
	Kathleen Lowney	(2005-2008)**
College of Business Administration	Ray Elson	(2006-2009)
	Bill Buchanan	(2006-2009)
College of Education	James Ernest	(2005-2008)
	Iris Ellis	(2005-2008)
College of Nursing	Deborah Weaver	(2006-2009)
	James Humphrey	(2004-2007)**
Odum Library/Division of Social Work	Cliff Landis	(2005-2008)
	Diane Holliman	(2006-2009)**

Committee on Committees

Faculty Senators

College of the Arts	Lyle Indergaard - PC	(2004-2007)**
College of Arts and Sciences	Jay Rickman - C	(2005-2008)
College of Business Administration	Cindy Tori	(2006-2009)
College of Education	Shirley Andrews	(2004-2007)**
College of Nursing	Jean Temple	(2006-2008)
Odum Library/Division of Social Work	Cindy Tandy	(2006-2009)

ex officio

Anita Hufft, Dean, College of Nursing

(2004-2007)

Phil Gunter, Dean, College of Education

(2004-2007)

Executive Committee

Chair: Executive Secretary	Christine James
Faculty Senate Chair	Ronald M. Zaccari
Academic Committee Chair	Louis Levy
Committee on Committees Chair	Jay Rickman
Faculty Affairs Committee Chair	Marty Williams
Faculty Grievance Committee Chair	Stephen Lahr
Institutional Planning Committee Chair	James LaPlant
Past Executive Secretary	Michael Meacham

Faculty Affairs Committee

Faculty Senators

Marty Williams - C	(A&S)	(2005-2008)**
John Hummel - PC	(COE)	(2004-2007)
Jane Whitehead - CE	(A&S)	(2006-2009)**

General Faculty

College of the Arts	Larry Etling	(2006-2009)
College of Arts and Sciences	Louis Schmier	(2004-2007)
College of Business Administration	Don Seat	(2005-2008)**
College of Education	Teddi Cunningham	(2004-2007)*
College of Nursing	Sandie Delk	(2004-2007)**
Odum Library/ Social Work/Lib Sci.	Dale White	(2004-2007)*

Faculty Grievance Committee

General Faculty Elected at Large

1. TBA	(2003-2006)
2. TBA	(2003-2006)
3. TBA	(2003-2006)
4. A&S Dennis Bogyo	(2004-2007)
5. TBA	(2005-2008)
6. COB Fred Ware	(2005-2008)
7. COE Jane Zahner	(2005-2008)
8. A&S Michael Stoltzfus	(2005-2008)

General Faculty Elected by Units

1. COA Jeff Olson	(2004-2007)
2. A&S Martha Laughlin	(2004-2007)
3. COB Wayne Plumly	(2005-2008)**
4. COE Robert Hull	(2005-2008)
5. CON Linda Floyd	(2005-2008)**
6. Deborah VanPetten	(2005-2008)
Odum/SW	
Chair: Stephen Lahr	(2006-2007)

**FACULTY SENATE
VALDOSTA STATE UNIVERSITY
STANDING COMMITTEES OF THE SENATE AND THEIR SUBCOMMITTEES
2006-2007**

Academic Scheduling and Procedures

Robert Bauer	(COE)	2005-2008	Scott McDonald	(A&S)	2006-2009
Ada Burnett	(COE)	2006-2009	Arlene Haddon	(CON)	2004-2007*
Jin Wang	Sen (A&S)	2004-2007	Tim Reisenwitz	(COB)	2006-2009**
Ashok Kumar	CE, Sen (A&S)	2006-2009	David O'Drobinak	(A&S)	2004-2007*
Ravonne Green	(LIB)	2005-2008	Karin Murray	(COA)	2004-2007
Carol Barnett	C, Sen. (COE)	2005-2008	Allison Curington	(SW)	2005-2008

Students:

ex officio:

Chuck Hudson, Registrar

Walter Peacock, Director of Admissions & Enrollment Management

Honey Coppage, Assistant to the Vice President for Academic Affairs

Rob Kellner, Director of Auxiliary Services

Herb Reinhard, Director of Athletics (Bobby Tucker?)

Tom Hardy, Director of Housing and Residence Life

Representative, Council of Staff Affairs: Tim Yorkey

Academic Honors and Scholarships

Linda Miller	(COE)	2006-2009	Kathryn Hall	(A&S)	2004-2007
Michael Davey	(A&S) C, PC Sen.	2004-2007	Teddi Cunningham	(COE)	2005-2008
Nanci Scheetz	(COE) CE, Sen.	2005-2008	Elizabeth Goode	(COA)	2003-2006
Shiloh Smith	(LIB)	2005-2008*	Bob Hull	(COE)	2006-2009**
Ed Walker	(COB)	2006-2009	Linda De La Garza	(A&S)	2006-2009
Deborah Robson	(COA)	2005-2008*	Barry Hojjatie	(A&S)	2004-2007*
DeLane Flowers	(CON)	2004-2007*			

Students:

ex officio:

Jean Temple, Assistant Dean, College of Nursing

John Gaston, Dean, College of the Arts

Ann Lacey, Director of Special Events

Athletics

Deb Briihl	(COE) PC, Sen.	2004-2007**	Jesse Spencer	(A&S)	2004-2007*
Michael Holland	(COB)	2004-2007	Carolyn Cox	(COE)	2004-2007
Jim Muncy	(COB) C, Sen.	2005-2008	Sonya Sanderson	(COE) CE, Sen.	2006-2009
J.D. Thomerson	(COE)	2006-2009	Shani Gray	(A&S)	2006-2009
Larry Wiley	(COE)	2005-2008	Michael Taylor	(COA)	2005-2008
Richard Haptonstall	(COA) Sen.	2005-2008*			

Students:

ex officio:

Herb Reinhard, Director of Athletics
Bobby Tucker, Faculty Athletic Representative

Educational Policies

Allison Curington	(SW)		2006-2009**	Mel Schnake	(COB)	2004-2007
Peggy Moch	(A&S) C,	Sen.	2005-2008	Cliff Landis	(LIB)	2004-2007*
Michael Schmidt	(COA) PC,	Sen.	2004-2007	Chen Li-Mei	(A&S)	2004-2007*
Theresa Thompson	(A&S)	Sen.	2006-2009	Mary Gorham Rowan	(COE)	2005-2008*
David Hill	(A&S)	Sen.	2006-2009	Deborah Weaver	(CON)	2006-2009**
Charles Johnson	(A&S)		2005-2008	Lynn Corbin	(COA)	2005-2008
Lynn Minor	(COE) Sen, CE		2006-2009			

Students:

ex officio:

Walter Peacock, Director of Admissions & Enrollment Management
Bill Muntz, Director of Public Services
Chuck Hudson, Registrar
James LaPlant, Assistant Dean, College of Arts and Sciences
Tracy Meyers, Interim Director of Women's Studies

Subcommittees

Admissions Appeals Review Committee

Walter Peacock	Chair
Jean Temple	College of Nursing
Verilette Hinkle	College of Education
Fred Ware	College of Business
Larry Scully	College of the Arts
Donna Gosnell	College of Arts and Sciences
Victor Morgan	Student Affairs

Environmental Issues

Richard Carter	(A&S) C,	Sen.	2005-2008	Sheryl Dasinger	(COE)	2006-2009**
Green Waggener	(COE)		2004-2007	Michael Sanger	(SW)	2006-2009
Brad Bergstrom	(A&S) PC,	Sen.	2004-2007	Jon Barnett	(A&S)	2006-2009
Jim Hornsby	(COA)		2004-2007	Jeffrey Vasseur	(A&S)	2005-2008
Kevin Colwell	(COE)		2005-2008	Donna Cunningham	(COB)	2005-2008*
Darlene Pirkle	(CON)		2004-2007*	Jack Fisher	(LIB)	2005-2008
Tom Manning	(A&S)		2006-2009	Carl Hand	(A&S)	2004-2007*

Students:

ex officio:

James Black, Vice President for Finance and Administration
Ray Sable, Director of Plant Operations
Bob DeLong, Environmental Officer

Scott Doner, Director of University Police
Jill Ferrell Rountree, Director of Parking and Transportation

Environmental Issues: Subcommittees

Campus Beautification and Stewardship

Brad Bergstrom
Richard Carter
Dennis Bogyo
Judy Grable
David Hedgepeth
Denise Montgomery
Eric Nielsen
Ari Santas
Monty Griffin – ex officio
James Black – ex officio

Efficiency Task Force

Denise Montgomery
Diane Holliman
Sue Lampert
Jill Ferrell Rountree – ex officio

Energy Conservation

Eneida Pugh
Cameron Whiting
Ken Rumstay
Kathy Alexander
Sudhir Goel
Green Waggener
David Hedgepeth
Michael Taylor

Parking Usage

Lee Allen
Michael Taylor
Jack Hasling
Carol Barnett
Scott Doner – ex officio
Jill Ferrell Rountree – ex officio

Recycling

Diane Holliman
Sheryl Dasinger
Green Waggener
Bob DeLong
Jack Fisher
Bubba Nolan – ex officio

Faculty Development and Research

Margaret Owuor (COE)	2006-2009	Stephen Lahr	(COA)	2004-2007
Amy Aronson-Friedman (A&S) PC, Sen.	2004-2007	Quincealea Brunk	(CON)	2004-2007*
Karin Murray (COA) CE, Sen	2006-2009	David O'Drobinak	(A&S)	2004-2007*
Richard Amesbury (A&S) C, Sen.	2005-2008	Calandra Lockhart	(COE)	2006-2009
Scott Pool (COA)	2004-2007	Jennifer Lambert-Shute	(A&S)	2005-2008
Anita Ondrusek (LIB)	2005-2008	Darrell Fike	(A&S)	2006-2009**
Zulal Denaux (COB)	2006-2009	Ruth Hannibal	(COE)	2006-2009

Students:

ex officio:

Louis Levy, Vice President for Academic Affairs
 Brian Adler, Dean of the Graduate School
 George Gaumond, University Librarian
 Director, Grants and Contracts
 Scott Sikes, Vice President for University Advancement

Library Affairs

Ray Fulton (COE) Sen.	2004-2007*	Nora Swenson	(COE)	2005-2008
Chunlei Liu (A&S)	2006-2009	Marcy Hess	(A&S)	2004-2007
Apryl Price (LIB) C Sen.	2005-2008	Todd Royle	(COB)	2006-2009
Harry Ally (COA)	2004-2007	Emily Rogers	(LIB)	2006-2009
DeLane Flowers (CON)	2006-2009	William Newell	(COE)	2006-2009
Zhiguang Xu (A&S)	2005-2008	Lars Leader CE, Sen	(COE)	2006-2009

Students:

ex officio:

George Gaumond, University Librarian

Minority and Diversity Issues

LeVonne Lindsay (COA)	2006-2009	James Ernest	(COE)	2004-2007
Clemente Hudson (COE) C, Sen.	2005-2008	Luis Bejarano	(A&S)	2005-2008*
Nancy Redfern-Vance (CON)	2006-2009	Rajesh Iyer	(COB)	2005-2008
Suzannah Patterson (COA)	2005-2008	Heather Brasell	(COE)	2006-2009
Rich Vodde (SW)	2004-2007	Fred Knowles	(A&S)	2005-2008
Julie Bowland (COA) PC, Sen.	2004-2007	Marta Kvande	(A&S)	2004-2007
Babacar Mboup (A&S) CE, Sen.	2006-2009			

Students:

ex officio:

Maggie Viverette, Director for Equal Opportunity Programs/Multicultural Affairs
 Sheila Wakeley, Student Affairs Counselor
 Denise Bogart, Director of Human Resources

Student Activities

Carol Smith (SW)		2005-2008*	Carol Glen (A&S)	2004-2007
Daniel Baracskey (A&S)		2006-2009	Deborah Weaver (CON)	2004-2007
Heather Brasell (COE)	Sen.	2005-2008*	Patricia Miller (A&S)	2004-2007**
Patrick McGuire (COA)	CE Sen	2006-2009	Paula Wolftech (COE)	2006-2009
Kenny Ott (COE)	C Sen.	2004-2007	Michael Stoltzfus (A&S)	2006-2009
Leisa Marshall (COB)		2006-2009	Stacey Walters (COE)	2005-2008
Guy Frost (LIB)		2006-2009	Karen Rowland (COE)	2004-2007

Students:

ex officio:

Kurt J. Keppler, Vice President for Student Affairs

Richard Lee, Assistant to the Dean of Students for Judicial Affairs

Patricia Miller, Spectator advisor

Maggie Viverette, Director for Equal Opportunity Programs/Multicultural Affairs

Student Activities: Subcommittees -- TBA

Student Services

Duke Guthrie (COA)		2003-2006	Gerald Merwin (A&S)	2005-2008
Cheri Tillman (A&S)	PC, Sen.	2004-2007	Lori Howard (COE)	2004-2007*
Chere Peguesse (A&S)	C, Sen.	2005-2008	Rebecca Galeano (A&S)	2004-2007
Yolanda Hood (LIB)		2005-2008	Ken Smith (LIB)	2004-2007
Steven Kohn (COE)		2005-2008	Jean Temple (CON)	2006-2009
James Nienow (A&S)		2005-2008	Dixie Haggard (A&S)	2006-2009
Delane Flowers (CON)		2005-2008	Blaine Browne (COE)	CE Sen 2006-2009
Jane Kinney (A&S)		2006-2009		

Students:

ex officio:

Rob Kellner, Director of Auxiliary Services

Mark Williams, Coordinator of Alcohol & Other Drug Education

Douglas Tanner, Director of Financial Aid

TBA, Loan Collection Officer

Scott Doner, Director of University Police

Tom Hardy, Director of Housing and Residence Life

Kimberly Tanner (née Godden), Acting Director of Access Office for Students with Disabilities

Student Financial Aid Subcommittee

ex officio:

Russ Mast

Technology

Don Leech (COE)	PC, Sen.	2004-2007	Jaehoon Seol (A&S)	2004-2007
Lawrence Etling (COA)		2004-2007	Maria Whyte (CON)	2005-2008
Fatih Oguz (LIB)		2006-2009	Cindy Tandy (SW)	2005-2008**
Kelly Heckaman (COE)		2006-2009	Marcella Prater (COE)	2004-2007
Chere Peguesse (A&S)		2004-2007	Diane Judd (COE)	2004-2007

John Samaras	(A&S) C,	Sen.	2005-2008**	Sarah McCalister (COA)	2006-2009
Bob Williams	(COB) CE,	Sen.	2006-2009		

Students:

ex officio:

Andy Fore, Webmaster

Joe Newton, Director of Information Technology

Bill Moore, Chief Information Security Officer

Lisa Baldwin, Assistant Director of Information Technology for Enterprise

* finish unexpired term

** elected to second term

PC = Past Chair, C = Chair, CE = Chair Elect

Valdosta State University

Policy on Email, Web, and Portal for Official Communications

Date: August 23, 2006

1. Purpose of this policy 15

2. Assignment of email and portal accounts..... 16

3. Use of university email distributions 16

4. Compliance 16

 4.1 Communication with students by faculty 16

 4.2 Communication with students by university offices 16

 4.3 Responsibilities associated with use of university email..... 17

5. Use of client software and services..... 17

6. Redirecting of email..... 17

7. Filtering and storage..... 17

8. References..... 18

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.

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. 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 in course syllabi. Uses of non-university email for communication with students regarding university business or educational 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) 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>

USG Policy Manual of the Board of Regents

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

USG Board of Regents Computer Security Policy Statement

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

USG Peachnet Acceptable Use Policy

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

VSU BlazeNet Luminis Portal

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

VSU Information Resources Acceptable Use Policy

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

VSU Information Security Policy

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

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>

VSU Policy on Confidentiality and Privacy Policy under HIPAA

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

VSU Policy Pursuant to the Gramm Leach Bliley Act

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

VSU Records Retention Policy

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

VSU Web Server Usage Policies

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

VSU Web Site

<http://www.valdodsta.edu>

VSU WebCT Vista

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

APPENDIX D:

Date: Tue, 22 Aug 2006 16:39:50 -0400

To: Ron Zaccari <rzaccari@valdosta.edu>, Louis Levy <llevy@valdosta.edu>, Michael Meacham <mgmeacha@valdosta.edu>, Jay Rickman <bjrickma@valdosta.edu>, Marty Williams <mlwillia@valdosta.edu>, Stephen Lahr <jslahr@valdosta.edu>, James LaPlant <jlaplant@valdosta.edu>, Christine James <chjames@valdosta.edu>

From: Christine James <chjames@valdosta.edu>

Subject: Faculty Senate Executive Committee request

Cc: Thressea Boyd <thboyd@valdosta.edu>, Melinda Cutchens <cutchens@valdosta.edu>

Hello Executive Committee members!

Thank you again very much for the special working session last week.

Please note below, a special request from George Gaumond, for your consideration, as a potential item for the full Faculty Senate meeting.

We'll discuss it at our Executive Committee meeting on September 14.

Date: Tue, 22 Aug 2006 16:24:54 -0400

From: George Gaumond <ggaumond@valdosta.edu>

Subject: Question?

To: Christine James <chjames@valdosta.edu>

Would it be appropriate for the Library to make an announcement and explanation to the Faculty Senate about a national survey we will be conducting on campus this fall? I would like Dr. Betty Paulk to talk about LibQual, a library service quality survey, that several USG libraries will be conducting during fall semester. She would need about 15 minutes and could use a few PowerPoint slides, or not, as appropriate.

This is a significant survey that should be of interest to the Senate. We would like to do this at the October 19 meeting. The survey web site follows:

<http://www.libqual.org/About/Information/index.cfm>

Thanks, George

Date: Tue, 22 Aug 2006 16:29:46 -0400

To: George Gaumond <ggaumond@valdosta.edu>

From: Christine James <chjames@valdosta.edu>

Subject: Re: Question?

Hi George!

I think that sounds like a wonderful idea. Let me be sure, though, by forwarding your request on to the Executive Committee. The Exec will have a meeting on September 14, at which we will finalize the first meeting agenda for the full Faculty Senate meeting on September 21.

I am also working on the first set of email messages asking chairs of committees to plan their first meeting and submit their schedule of meetings to Donna in Reserves, and I would be happy to mention this in the first message to the Library Affairs Committee.

Thank you very much!

Christine

Dr. Christine A. James Associate Professor Exec Faculty Senate Department of Philosophy and Religious Studies
1500 North Patterson Street Valdosta State University Valdosta, GA 31698-0050
229-259-7609, Fax 229-259-5011 chjames@valdosta.edu <http://teach.valdosta.edu/phi/>

APPENDIX E:

Date: Fri, 25 Aug 2006 13:04:24 -0400
From: Christine James <chjames@valdosta.edu>
Subject: Fwd: Executive Committee Request #2, Sick Leave Hours Banks?
X-Sender: chjames@mail.valdosta.edu
To: Louis Levy <llevy@valdosta.edu>, Ron Zaccari <rzaccari@valdosta.edu>, Michael Meacham <mgmeacha@valdosta.edu>, Jay Rickman <bjrickma@valdosta.edu>, Marty Williams <mlwillia@valdosta.edu>, Stephen Lahr <jslahr@valdosta.edu>, James LaPlant <jlaplant@valdosta.edu>, Christine James <chjames@valdosta.edu>
Cc: Thressea Boyd <thboyd@valdosta.edu>, Melinda Cutchens <cutchens@valdosta.edu>
X-Mailer: QUALCOMM Windows Eudora Version 5.1.1

Here is another request I have received for the Executive Committee.

Date: Fri, 25 Aug 2006 08:43:40 -0400
From: Dennis Bogyo <dbogyo@valdosta.edu>
X-Sender: dbogyo@mail.valdosta.edu
To: Christine James <chjames@valdosta.edu>

Hello Christine,

Welcome back! I hope you will find the Senate year to be a productive one. I would like to ask you as Executive Secretary what the status of a request that I initiated last year with Mike Meachem is? I sent him an e mail indicating that four schools in our System had developed a sick leave bank. During Linda Chamberlin's last six months of ovarian cancer her quality of life would have been greatly enhanced if VSU had such a sick leave bank. All members of Optional retirement Plan now discard these hours when they retire, and many would like to donate them to a sick leave bank. Has this proposal been sent to a committee? Thanks, Dennis

Date: Fri, 25 Aug 2006 12:23:41 -0400
To: Dennis Bogyo <dbogyo@valdosta.edu>
From: Christine James <chjames@valdosta.edu>
Subject: Re: Faculty Grievance Committee

Hi Dennis!

I started attending Executive Committee meetings in the Spring, and I actually never did hear it mentioned. So what I will do now is send on your email message to the Executive Committee, and I will try to note comments at the next Executive Committee meeting on September 14 so we can give you some specific response.

I also remember when Linda Bennett Elder was ill in our department, and what happened was, I took her class, and Mike Stoltzfus took a class, and then we were both promised course releases later on - so in some sense, we were banking time to help out the person who needed help. Not sure if all department heads are open to that, though.

I'll send it on and see what I can do,
Thank you!
Christine

Date: Fri, 25 Aug 2006 13:19:05 -0400
From: "Dr. Stephen Lahr" <jslahr@valdosta.edu>

Subject: Re: Fwd: Executive Committee Request #2, Sick Leave Hours Banks?
To: Christine James <chjames@valdosta.edu>

Christine,

I have two thoughts. While I agree with Dennis that this is a great idea, sick leave is not discarded when you retire, you are reimbursed for hours you have accumulated. Many people who retired use these funds to buy time toward years of service, which boosts retirement pay.

My second thought is actually a question. Does the University System have a policy concerning the use of sick leave for this type of act or gift? I cannot find anything that prohibits this, but I may not be looking in the right places.

Steve Lahr

Date: Fri, 25 Aug 2006 13:25:04 -0400
To: Dennis Bogyo <dbogyo@valdosta.edu>
From: Christine James <chjames@valdosta.edu>
Subject: Fwd: Re: Fwd: Executive Committee Request #2, Sick Leave Hours Banks?
Cc: Stephen Lahr <jslahr@valdosta.edu>

Hi Stephen! Hi Dennis!

Just wanted to keep Dennis in the loop on the comments you gave Steve, thank you for them. I do know of faculty who have retired who have used their own sick leave hours in the way Steve describes, absolutely.

I do not know if there are any University System policies pertaining. As the Faculty Senate takes on a more active stance, I am hoping that that would be a part of a faculty member's request. We do have new language in the powerpoint noting that faculty members who make requests must now submit them as fully researched Word .doc attachments, in which they have done the leg work on items like that (the faculty senate executive committee must not be expected to do research to help bolster anyone's initiatives, it has to come from the faculty member or committee making the request.)

Dr. Christine A. James Associate Professor Exec Faculty Senate Department of Philosophy and Religious Studies 1500 North Patterson Street Valdosta State University Valdosta, GA 31698-0050 229-259-7609, Fax 229-259-5011 chjames@valdosta.edu <http://teach.valdosta.edu/phi/>

Date: Mon, 28 Aug 2006 08:43:34 -0400
From: "Thresssea H. Boyd" <thboyd@valdosta.edu>
Subject: FW: Executive Committee Request #2, Sick Leave Hours Banks?
To: 'Christine James' <chjames@valdosta.edu>
Cc: 'Ron Zaccari' <rzaccari@valdosta.edu>,
'Melinda Cutchens' <cutchens@valdosta.edu>,
'Denise Bogart' <dbogart@valdosta.edu>,
"James L. Black" <jblack@valdosta.edu>, llevy@valdosta.edu

I have just confirmed with Dr. Denise Bogart that the issue of a "Sick Leave Bank" has been addressed to the University System of Georgia (USG) staff. Shortly after Dr. Bogart arrived at VSU she approached the USG regarding VSU establishing a sick bank (similar to the ones at other USG institutions). Mr. Bill Wallace, Associate Vice Chancellor for Human Resources, sent an email to all USG institutions instructing them not to move forward on establishing sick leave banks, due to the fact that USG was looking at implementing a system-wide policy on this issue.

Dr. Bogart has this item on her action list and will follow-up with USG and keep both Faculty Senate and COSA updated on the status.

Please let me know if you have any questions.

Sincerely,

Thressea H. Boyd

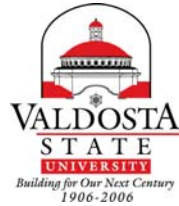
Assistant to the President

Valdosta State University

Valdosta, GA 31698

229-333-5952

APPENDIX F:



September 5, 2006

Memo To: Valdosta State University Participants in the Optional Retirement Plan (ORP)
From: Human Resources & Employee Development
Subject: Changes in ORP Employer Contributions.

We recently were advised that effective January 2007, the employer contribution to your ORP account will change from the current 9.66 % to 8.13 % .The employee contribution will remain at 5 %.

This rate will not change again before January 1, 2009.

How is the employer contribution to ORP determined?

According to Georgia law the employer (Valdosta State University) contribution to the ORP is related to the employer contribution to the Teachers' Retirement System (TRS). The employer contribution to TRS is composed of three parts – administrative cost, unfunded liability, and normal cost contribution. Normal cost contribution is the amount necessary to fund the benefits that TRS members will accrue during the upcoming year for an additional year of service credit. This value is actuarially determined and is a function of several variables including number of participants, age of participants, service of participants, income of participants and the assumed rate of return on the TRS investments. **The law legislates that the employer contribution to ORP be equal to the normal cost contribution to TRS.**

In determining the TRS employer contribution, the normal cost is added to the administrative cost and then the unfunded liability is added or subtracted depending on whether an increase or decrease in employer contribution is needed to fund the plan's obligations. For example, on June 30, 2004 the calculation for the 2005 employer contribution was calculated as follows:

- Normal Cost – 9.66 %
 - Administrative cost – 0.15 %
 - Unfunded Liability – **Minus** 0.57 %
 - Total TRS employer contribution – 9.24 %
- The employer contribution to ORP was 9.66 %, the normal cost number.

On June 30, 2005, another actuarial study was completed on TRS. The normal cost was calculated to be 8.13 %. **The administrative cost was included in the normal cost for the first time.** The unfunded liability cost went to **positive** 1.15 % and the employer contribution to TRS calculated at 9.28 %. The employer contribution for ORP was set at the normal cost of 8.13 %.

While a reduction in the employer contributions is not pleasant, it is being done according to the law and follows recent trends. ORP employer contributions were 10.02 % in 2002, 9.65 % in 2004 and now go to 8.13 %. As the actuarially determined number varies, the employer contribution to ORP will vary. The only guarantee at this point in time is that it will not be below 4 %. Note that the change to include administrative cost in the normal cost is advantageous to ORP members.

APPENDIX G:



FACULTY SENATE

Est. 1991

Chairperson
Ronald M. Zaccari

Vice Chairperson
Louis Levy

Executive Secretary
Christine A. James

Parliamentarian
Jim Muncy

September 14, 2006

From: The Faculty Senate Executive Committee

**To: Vice President For Academic Affairs Louis Levy
University Planning Officer Christy Coons Yates**

Re: Strategic Planning Initiative Request for Additional Financial Support for Faculty Development and Travel STATEMENT OF SUPPORT

A faculty member has requested that the university raise the amounts of Faculty Development funds for specific types of conference travel. Michael Noll asked that faculty be allowed to request a Faculty Development Grant amount higher than \$500 when attending conferences in high cost areas or a great distance from Georgia, but within the United States (ie., high cost travel that is not international and therefore not eligible for the \$1000 amount from Faculty Development or the Internationalization Funds from CIP.)

This issue has now been discussed by the Faculty Senate Executive Committee. During our most recent Executive Committee meeting, Louis Levy shared that he has entered Strategic Planning Database Initiatives requesting additional development and travel funding for faculty. The Faculty Senate Executive Committee now formally submits this statement of support for Louis Levy's strategic planning budget initiative on this issue. The Executive Committee is in agreement that the budget initiative for extra Faculty Development funding is an initiative that we support, and is in accord with the goals and purposes of the Faculty Senate. The need for additional Faculty Development funding is clearly evident, and there are a variety of conferences in high cost areas that require supplemental funds above and beyond the traditional \$500 amount. We request that Christy Coons Yates make note of this statement of support, including it in the Strategic Planning Database, and we request that this statement be used to bolster Louis Levy's initiative at the state level, as well as in conversations with the Budget Advisory Council on our campus. This initiative is in accordance with the University Strategic Plan, especially Goal 4: Faculty and Staff Development, Goal 5: Financial Support, and Goal 3: Academic Programs.

**Christine A. James
Executive of the Faculty Senate**

Christine A. James, Philosophy and Religious Studies, Valdosta State University, Valdosta, GA 31698,
229-259-7609, chjames@valdosta.edu

APPENDIX H:



FACULTY SENATE

Est. 1991

Chairperson Ronald M. Zaccari	Vice Chairperson Louis Levy	Executive Secretary Christine A. James	Parliamentarian Jim Muncy
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September 14, 2006

From: The Faculty Senate Executive Committee

**To: Vice President For Academic Affairs Louis Levy
University Planning Officer Christy Coons Yates**

**Re: Strategic Planning Initiative Request for Funding of Subscription to Turnitin.com
STATEMENT OF SUPPORT**

A variety of faculty members have asked that we consider anti-plagiarism measures on campus. One such measure, a subscription to the Turnitin.com service that checks papers for plagiarism, has been suggested as a budget initiative for Louis Levy at the Vice Presidential level, and has been voted on and endorsed by the Educational Policies Committee of the Faculty Senate, which is chaired by Peggy Moch.

This issue has now also been discussed by the Faculty Senate Executive Committee. During our most recent Executive Committee meeting, Louis Levy shared that he has entered Strategic Planning Database Initiatives requesting the additional funds needed for a university subscription to Turnitin.com, an amount in the range of \$8,000 to \$20,000 depending on the specific subscription category.

The Faculty Senate Executive Committee now formally submits this statement of support for Louis Levy's strategic planning budget initiative on this issue.

We hereby request that Christy Coons Yates make note of this statement of support and use it to bolster Louis Levy's initiative at the state level, and in conversations with the Budget Advisory Council on our campus.

The Executive Committee agrees that the budget initiative for Turnitin.com is an initiative that we support, and is in accord with the goals and purposes of the Faculty Senate. The need for additional checks against plagiarism is clearly evident, and faculty members on our campus who have already used Turnitin.com through their work at other institutions, or in the eCore program of the University of Georgia, are already convinced of its effectiveness. This initiative is in accordance with the University Strategic Plan, especially Goal 1: Enrollment and Retention, as well as all the goals that reference the need to cultivate a "culture of learning," traditions of excellence, and "pride of place" on the Valdosta State University campus.

Christine A. James

Executive of the Faculty Senate

Christine A. James, Philosophy and Religious Studies, Valdosta State University, Valdosta, GA 31698,
229-259-7609, chjames@valdosta.edu